

**Appointment of Expert Advisory Committee to Culture Ireland**

**Closing Date: Wednesday 17 January 2018**

The Minister for Culture, Heritage and the Gaeltacht is seeking to appoint suitably qualified candidates to the Expert Advisory Committee to Culture Ireland. Interested candidates should ensure they meet the criteria outlined. Candidates should email a current curriculum vitae and a cover letter outlining the specific expertise they would bring to the committee, to the Department for Culture, Heritage and the Gaeltacht at: [info@cultureireland.gov.ie](mailto:info@cultureireland.gov.ie). Shortlisting on the basis of written applications will apply.

## The Expert Advisory Committee of Culture Ireland

- Location:** Meetings are generally held in the Culture Ireland Office in Department of Culture, Heritage and the Gaeltacht, Kildare Street, Dublin D02TD30
- Number of Vacancies:** Chair and a minimum of 4 vacancies
- Remuneration:** Non-remunerated. Travel and subsistence are payable at the appropriate civil service rate.
- Time Requirements:** There are on average 6 meetings per year which involve a half day's attendance. 3 of these involve consideration of grant awards which necessitates advance preparation in relation to consideration of recommendations. Additional time commitment is required to attend Culture Ireland networking events and the presentation of Irish artists' work being supported by Culture Ireland.
- Term:** The terms will be for varying periods, likely 3 or 5 year terms as members are appointed on a rolling basis.

Although the Expert Advisory Committee of Culture Ireland is not a State Board, applicants should be aware of the contents of the Code of Practice for the Governance of State Bodies in order to ensure adherence to best practice. All members of the Expert Advisory Committee should act on a fully informed basis, in good faith, with due diligence and care, and in the best interests of the State body, subject to the objectives set by Government. The [Code of Practice for the Governance of State Bodies 2016](#) provides a framework for the application of best practice.

In order to be an effective contributor to the Expert Advisory Committee, it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

## 1. Background

Culture Ireland was established in 2005. Culture Ireland functions as a Division of the Department of Culture, Heritage and the Gaeltacht. Culture Ireland is headed by a Director at Principal Officer level and is staffed by Departmental officials, with appropriate specialist input to be sourced as necessary. Specialist advice is procured as necessary under contract or service level agreements.

As a Division of the Department, shared services, such as financial services, payroll, HR and other logistical supports are provided in-house by the Department. The Secretary General of the Department was, and will remain, the Accounting Officer for all Culture Ireland Expenditure. The Minister for Culture, Heritage and the Gaeltacht was, and will remain, accountable to the Oireachtas for its operation and expenditure.

## 2. Mission and Function of Culture Ireland

The mission of Culture Ireland is as follows:

*Culture Ireland promotes and advances Irish arts worldwide, strengthening Ireland's cultural profile and global reputation and increasing career opportunities for Irish artists globally.*

In doing this, Culture Ireland:

- provides support including funding, networking opportunities and promotional tools to enable the presentation of Irish arts events in significant festivals and venues worldwide;
- delivers special cultural initiatives worldwide as required by Government.
- presents and promotes artform showcases of work by Irish artists/arts organisations at key global festivals and markets to achieve further international opportunities;
- targets significant international programmers/presenters and supports their inward travel to Ireland to see work by Irish artists/arts organisations;
- maximises the impact of the Government's international promotion strategy and trade missions through the development of cultural initiatives in key markets.

In pursuing its mission Culture Ireland seeks to achieve:

- high-quality events presented in key strategic geographic locations, increasing audiences, profile and impact for Irish artists/arts organisations;
- increased profile and opportunities for Irish artists in strategically important artform markets, through the delivery of high-quality curated showcases;

□ increased profile for Ireland as a centre for creativity and innovation, with greater benefit for cultural tourism, trade and investment.

The arts promoted by Culture Ireland are as defined in the Arts Act, 2003 - "arts" means any creative or interpretative expression (whether traditional or contemporary) in whatever form and includes, in particular, visual arts, theatre, literature, music, dance, opera, film, circus and architecture, and includes any medium when used for those purposes.

Culture Ireland creates and supports opportunities for Irish artists and companies to present their work at international festivals, venues, showcases and arts markets. These include the Edinburgh Festivals, Celtic Connections (Glasgow), the Venice Art and Architecture Biennales, WOMEX World Music Expo, South by Southwest (in partnership with First Music Contact), Frankfurt Book Fair (in partnership with Literature Ireland) and Tanzmesse (Düsseldorf).

Culture Ireland runs a regular funding scheme to support the international presentation of work by Irish artists and companies. Applications are accepted from both participating artists and from international presenters. Culture Ireland also operates *See Here*, a scheme to support the inward travel to Ireland of international presenters, curators and promoters to see new Irish work available for touring.

In 2016 Culture Ireland supported Irish artists at over 450 events in 60 countries with over 4.5m audience members and 15.5m online/radio/television viewers. Many of these artists achieved high profile awards and critical recognition. Investment by Culture Ireland at these events generated the equivalent of 260 fulltime jobs for Irish artists abroad.

Over recent years, Culture Ireland has also curated and presented a number of special initiatives including *Imagine Ireland*, a year of Irish arts in North America in 2011; *Culture Connects*, a culture programme to mark Ireland's Presidency of the Council of the European Union in 2013; and *I Am Ireland*, a year-long calendar of global culture events as part of the Ireland 2016 Centenary Programme. In 2018 Culture Ireland will present a year long programme of Irish arts in Great Britain.

Culture Ireland's programmes are coordinated with other agencies, where there is a convergence of interest, particularly with promotional events clustered around St. Patrick's Day. Culture Ireland coordinates closely with the Department of Foreign Affairs and Trade and its Mission Network.

### 3. Composition of the Expert Advisory Committee

The number and compilation of the Expert Advisory Committee is not set by statute.

The Expert Advisory Committee includes senior representatives from the Department of Foreign Affairs and Trade, the Arts Council, the IDA, Tourism Ireland and the Irish Film Board who will continue to serve on the Committee on an *ex-officio* basis. This interagency representation on the committee seeks to ensure complementarities and a whole-of-Government approach on international promotion.

The current members of the EAC are:

<b>Name</b>	<b>Position</b>	<b>Term expires</b>
Mary McCarthy Chair	Director National Sculpture Factory	December 2017
Feargal O'Coigligh	<i>Ex officio</i> member - Dept of Culture, Heritage and the Gaeltacht	
Eamonn McKee	<i>Ex officio</i> member - Dept of Foreign Affairs and Trade	
Niall Gibbons	<i>Ex officio</i> member - Tourism Ireland	
Orlaith McBride	<i>Ex officio</i> member - The Arts Council	
Caitriona O' Kennedy	<i>Ex officio</i> member - The IDA	
James Hickey	<i>Ex Officio</i> member - Irish Film Board	
John Costigan		December 2017
Maureen Kennelly		December 2017
Josephine Kelleher		December 2017
John Given		December 2017

#### **4. Role of Members of the Expert Advisory Committee**

The Expert Advisory Committee is required to provide support and assistance in directing the implementation of Culture Ireland's strategy and in particular through supporting the following actions:

1. provision of funding, expert advice and other promotional supports to enable the global presentation of Irish arts;
2. arrangement of curated showcases and networking opportunities at key global festivals and markets, and in Ireland, to significant international programmers/presenters;
3. working with resource organisations and Ireland's key international cultural centres to deliver key Culture Ireland objectives;
4. maximising the cultural impact of the Government's international promotion strategy;
5. advising the Minister, in tandem with Creative Ireland, in relation to maximising the impact of Government investment and promoting wider interests of the country;
6. researching new global opportunities for the promotion of Irish arts including the fostering of partnerships, reciprocity and co-productions;
7. expansion of the global footprint of Culture Ireland by developing a meaningful digital presence in target markets.

The Expert Advisory Committee is required to have expert input into individual project choice and to address co-ordination and a whole-of-Government approach to the business of the Culture Ireland programme. Each member is required to contribute effectively to the working of the Committee and to balance an expert perspective with the overall agreed strategic approach.

The Minister holds overall responsibility for overall budget allocations and accountability to the Oireachtas, with day-to-day operations being managed through the Culture Ireland Division of the Department in the normal way.

#### **5. Person Specification**

The Minister for Culture, Heritage and the Gaeltacht is seeking to fill the role of Chair and at least 4 other positions on the Expert Advisory Committee to Culture Ireland. In order to ensure that there is an appropriate balance of skills on the Committee and, in particular, to ensure that there is a strong presence and perspective from the culture sector, further appointments will be focussed on those with specialist knowledge of the contemporary arts sector. Appointments will be made on the basis of achieving representation of a broad range of art forms.

The position of Chair will be filled by a person of standing in the arts and culture sector.

The Minister welcomes applications representative of the diversity of the Irish population and from candidates based abroad, who possess the necessary skills.

It is essential that all candidates have either

- 5 years' professional experience working in the arts sector

**and**

- specialist working knowledge of one of the art forms as defined in the Arts Act, 2003

**or**

- a demonstrated prior commitment to significant support of the Irish arts sector.

It is desirable that all candidates possess

- A strong understanding of the Irish arts and culture sector.
- Sound knowledge of the arts and contemporary arts environment.
- A broad understanding of international promotion of the arts.
- An understanding of good practice relating to awarding grants in the arts or cultural sector.
- The ability to communicate effectively, work as part of a team and act as a strong advocate for Culture Ireland's strategy.

Expressions of interest are invited from members of the public to join the Expert Advisory Committee of Culture Ireland, who possess the above skills and have direct experience in working in any of the artforms as defined in the Arts Act, 2003 and a proven track record of working in the arts sector. Appointments will be skills and experience based and reflect general and cultural interests.

## **6. Term of Appointment**

Appointments to the Expert Advisory Committee will likely be for an initial period of 3 - 5 years. Successful candidates may serve a maximum of two terms.

## **7. Submitting your Expression of Interest**

Your submission should be made by email to [info@cultureireland.gov.ie](mailto:info@cultureireland.gov.ie) together with your **Curriculum Vitae** and a **cover letter** outlining, with reference to criteria at 4 above, the specific expertise you would bring to the role of the Committee. The closing date for receipt of applications is Wednesday 18 January 2018.

## **IMPORTANT NOTE**

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you ensure your cover letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position specified in this booklet. This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this Board.

### **8. Assessment Process**

An Assessment Panel will be convened by the Department of Culture, Heritage, and the Gaeltacht to consider and assess the expressions of interest received.

The panel will

- Review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet.
- Assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
  - Consideration of the written applications;
  - Meeting/conference call;
  - Referee checks;
  - Any other selection or verification method deemed appropriate (this may include the Department requiring statutory declarations from shortlisted applicants as to the *bona fides* of the qualifications and experience contained in their applications).
- Arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

### **9. Confidentiality**

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside of those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

### **10. Conflicts of Interest**

All applicants must identify any possible areas where a conflict of interest might arise when serving as a member of the EAC.



## **11. Data Protection Acts 1988 & 2003**

Please note that your cover letter and curriculum vitae will be forwarded to the Department of Culture, Heritage and the Gaeltacht and may be retained for up to one year.