



ABOUT SOUTH TIPPERARY ARTS CENTRE

South Tipperary Arts Centre was founded in 1996 to be a focal point for the arts in Clonmel and County Tipperary. Our mission is to bring the very best of Irish and internationally renowned contemporary arts practices to Clonmel, enhancing engagement and opportunities for arts practitioners and audiences in the region.

STAC provides a year-round multidisciplinary arts programme across its two venues – STAC and STAC Chapel.

STAC's visual art programme features approx. 6 curated exhibitions annually, including our annual Tipperary Artist in Residence exhibition, in partnership with Tipperary Arts Office, and our summer exhibition in partnership with Clonmel Junction Arts Festival. Our upstairs space is used for classes, workshops, talks and other short term projects.

STAC Chapel, located just down the street on Kickham Plaza, in the former Army Barracks Chapel, is being developed as a multi-use space which can expand the range of programming that STAC delivers. Over the past 2 years it has hosted range of events across visual arts, film, music, dance, theatre, and other art forms. STAC Chapel has also acted as a site for experimentation and development of new work through residencies, talks and workshops as well as community-based projects supported by Creative Ireland.

It is an exciting time to join the STAC team as we look to celebrate our 30th year in 2026 and continue to work with key stakeholders to develop STAC Chapel as a space in which we can expand the range of artists we support and type of programming we can offer audiences.

South Tipperary Arts Centre is governed by a board of directors. The organisation receives its main operational and programming funding from the Arts Council of Ireland and Tipperary County Council.

www.southtipperaryartscentre.ie

ADMINISTRATION MANAGER & PROGRAMMING ASSISTANT

Job Title: Administration Manager & Programming Assistant

Reporting To: Director/Curator

Part-time: 4 days/week

South Tipperary Arts Centre is seeking to appoint a part-time (4 days/week) Administration Manager & Programming Assistant on a one-year fixed term contract. Reporting to the Director/Curator, the Administration Manager & Programming Assistant will be an integral member of a small but dedicated team at STAC.

South Tipperary Arts Centre is an equal opportunities employer.

ROLE OVERVIEW

The Administration Manager & Programming Assistant will provide essential support to the Director/Curator at South Tipperary Arts Centre. This role is most suited to an individual who has an interest in and experience of working across multiple disciplines, including performing arts, as well as knowledge surrounding public and educational programming.

The Administration Manager & Programming Assistant is expected to work closely with the team to advance STAC's mission, including to develop our STAC Chapel space.

As a key staff member, the Administration Manager & Programming Assistant will be required to undertake a wide range of tasks.

Responsibilities will include:

- Working with the Director/Curator to assist in delivery of programming at STAC and STAC Chapel including exhibitions, projects, events, workshops, talks, and other events.
- Assisting with the research, planning, management and delivery of projects and events.
- Managing day to day administration related to the running of the arts centre.
- Develop and deliver content relating to the STAC programme, including gallery information for visitors, online content, publications etc.
- Assist in the updating of information to our website.
- To continue work on research and developing the STAC archive.
- To conduct gallery visits/tours with groups/schools etc.
- To assist in the management of logistics related to exhibition and events.
- To assist with writing and editing programme-related copy.
- To supervise all staff members on employment placements.
- To monitor correspondence and address queries promptly and professionally.
- To work with other STAC team members to engage with visitors queries and to ensure that the building is clean and tidy at all times.
- To contribute to identifying fundraising opportunities and assist on funding applications.
- Complete any other duties required within the operations of STAC.

In addition, the Administration Manager & Programming Assistant will have the opportunity to generate original programming parallel to the main programme, including at STAC Chapel for events such as Culture Night, and Cruinniu na nÓg as well as auxiliary public and educational programming.

The successful candidate will have:

- Level 7 or higher degree in fine art, art history, performing or contemporary arts, or equivalent experience.
- Two years or more demonstrable experience in programming and producing a range of arts programming, and a strong track record of project delivery.
- Knowledge and understanding of contemporary practice across art forms.
- Proven record of working under pressure, working flexibly and cooperatively as part of a team and ability to work independently.
- Knowledge of best practices in exhibition installation and arts event production and logistics.
- Experience of engaging with artists and developing projects collaboratively.
- Experience of engaging and working with a diverse range of communities.
- Experience of leading tours, talks and workshops.
- Knowledge of arts centre environment in Ireland and STAC's programmes.
- Excellent interpersonal skills.
- Excellent writing and communication skills. Experience of compiling documents for evaluation by funders, stakeholders etc.
- Strong administration and project management skills.
- The role requires excellent IT, social media, operational and management skills.
- A commitment to research, skills-building and self-development.

Terms & Conditions:

- This position will be onsite at South Tipperary Arts Centre, Nelson St., Clonmel, Co. Tipperary. Remote working is not available as part of this role.
- The role involves attendance at exhibition openings and other programming and events, and therefore weekend and evening work will occasionally be required.

Salary: €30,000 pro rata. (€24,000 for 4 day p/w) This is a part-time position (4 days per week) and will be offered initially as a one year fixed term contract. Start date Tuesday 1st September

Closing date for applications: Please forward a CV and cover letter to info@southtippartscentre.ie with the subject line 'Administration Manager & Programming Assistant' by **5pm 17th July 2025**.

Please note that interviews will take place 22nd – 24th July so please make sure you are free to attend an in-person interview at this time.