



The Golden Fleece Award
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Job description: Project Administrator

Application deadline: **25 May 2018**

The Golden Fleece Award is seeking applications for the position of project administrator, on a part time consultancy basis.

The Golden Fleece Award is an independent artistic prize fund established as a charitable bequest by the late Helen Lillias Mitchell. The trust makes awards once a year, to support contemporary Irish visual artists and makers to develop their artistic vision to a new level. These awards are among the largest available to artistic practitioners in Ireland; since its foundation in 2001, the GFA has distributed c€370,000 in individual awards. The award is governed by a board of Trustees which includes members of Lillias Mitchell's family, legal and financial professionals, and arts professionals, who work closely together to fulfil her wishes. They are supported by a distinguished advisory panel.

The successful candidate will be a flexible self-starter with strong communication and IT/social media skills as well as experience in arts administration and knowledge of the arts world. They will work closely with the Trustees in promoting and developing the mission of the GFA. They will be responsible for running the day to day activities of the Trust and in particular the administration of the annual awards process.

The annual cycle of responsibilities will include:

- Preparing, attending and taking minutes for all Trustee meetings (3 – 4 per year, in Dublin)
- Managing and updating the GFA website and Facebook page (year round)
- Management and co-ordination of all applications for the annual award, including administration of online applications process, responding to applicant queries etc. (August-November)
- Facilitating work of artistic advisory panel, providing access to online applications, making practical arrangements for their meetings (December-January)
- Organising and managing the annual awards ceremony (March, in Dublin)
- Supporting other promotional activities, e.g. annual advertisement of the award, liaison with PR consultant and the media around awards ceremony
- Banking/recording financial transactions of the Trust (year round)

The position of project administrator is offered on a consultancy basis, and the successful candidate will be expected to work from their own premises. Reimbursement is through an annual fee of up to €6k.

The position is offered for one year in the first instance with a start date of **15 July 2018**. There will be the possibility of annual renewal, and review after three years.

Applications should include a full CV, a letter of application describing your interest in the position, and the names of two referees. Informal inquiries may be addressed to the Chair of Trustees Barbara Cotter at barbaramcotter@gmail.com. Formal applications should be sent by email to info@goldenfleeceaward.com.

Shortlisted applicants will be invited for interview with a subpanel of Trustees in June 2018 (dates to be agreed).