



Irish Architecture Foundation Director Recruitment Information Pack

08 July 2022

Job Title	Director
Level	1
Salary	€75,000 - €85,000
Location	Dublin, Ireland
Responsible to	Board of Directors
Responsible for	Senior Managers, Managers, Curators
Directly reports to	Chairperson and Board of the IAF

Summary

Irish Architecture Foundation (IAF) was officially convened and launched in June 2005. The intention was that this cultural organisation would be independent, formative, and above all else, ensure that architecture served people.

IAF is a dynamic and highly recognised cultural organisation that champions quality, innovation and diversity within the field of architecture. We explore new approaches, learning, research and public engagement, and are a catalyst and advocate for new ideas, trend-setting and discourse in contemporary practice.

Working with the Board, our creative team and our stakeholders, the new Director will be responsible for developing and implementing the IAF strategy, business planning and overall programme of IAF. KPIs will include building new audiences, generating income, and contributing to the development of IAF's potential capital programme. The post-holder will be an advocate for the IAF, mediating seamlessly between state and corporate stakeholders, manoeuvring within national and international architectural, urban design and creative communities, and ensuring a flourishing national and international profile.

Part of our role is to introduce people to exciting new possibilities by focusing on interesting places and communities that have not previously participated in creative practice.

A not-for-profit organisation, we present a progressive programme across five streams of activity; Curated Events, Learning, Open House Dublin, Placemaking and Development. Between them, we enable, enrich and inspire a broad and segmented audience of participants.

The outgoing Director is leaving the IAF in a strong position for growth and continuity, closing out our five year strategy, Shaping Our Future 2019-2023, with a major flagship exhibition Housing Unlocked planned for autumn 2022, Open House Dublin returning to full speed, Re-imagine poised for growth and the development of a new Architecture Centre in the early stages of gestation. We trust that this dynamic platform will provide the right candidate with a very attractive opportunity to bring their skills and visions to help us take the IAF to new heights in the coming years.

Funding

The IAF is funded by the Arts Council, the Department of Housing, Local Government, the Office of Public Works, with significant project funding from Dublin City Council (DCC) and the Department of Education and Skills, Creative Ireland, Department of Rural and Community. In recent years it has received substantial and necessary private sector support through sponsorship and an active 'Friends of the IAF' programme.

2021

Public Funding	€ 607,782
Donations and Sponsorships	€ 200,404
Total turnover	€ 808,186

2022 turnover will be in excess of €1 million.

Main Duties & Responsibilities

Vision and Leadership

1. Demonstrate clear artistic leadership and an understanding of ambitious programming as it relates to the primary remit of IAF as an agency for developing audiences for architecture.
2. Lead a multi-skilled team (eight) to ensure that the organisation designs and delivers its programme of work in line with its current Strategy as well as funding agreements and programme contracts in place with partners.
3. Lead best and next practice in public programming in Ireland through innovative partnership, international outlook and strong knowledge of the field of architecture, curating, research and audience development.
4. Work closely with architects, and related professions.
5. Participate on the National Policy of Architecture Implementation programme, The Architecture Forum, LINA European Forum and the New European Bauhaus.
6. Contribute to, uphold and further the discourse around the values and ethos of the IAF, especially in the ongoing Equality, Diversity and Inclusion programme of work.
7. Demonstrate through communications - written/oral, formal/ informal – a capacity for thought leadership, articulating with clarity and conviction the distinctive importance of architecture and its significant contribution to culture, civic life and wellbeing.
8. Develop and implement the New IAF Strategy 2024-2028, with the Board, staff and stakeholders.
9. Lead out on the development of the New Architecture Centre with the Steering Committee.
10. Present at symposia, conferences and universities.

Artistic

1. Shape the strategic direction of the public programme ensuring that all streams of the programme align with and complement each other.
2. Be aware of current trends nationally and internationally and understand the potential of the artform now and into the future.
3. Lead on the development of content and curation.
4. Steer and nurture the development of projects with the team ensuring they are delivered to an agreed schedule, budget and a high standard of excellence.
5. Work closely with the General Manager to ensure that projects are feasible and appropriately resourced and managed.
6. Develop international programmes and head up the IAF's participation on the EU funded LINA platform with 27 other architecture organisations, and support the Open House Manager in maximising on the Open House Worldwide platform.
7. Maintain and build upon the IAF's reputation and standing in the architecture world, to foster good relationships with architects, museums, gallerists, historians, academics and designers.
8. Oversee the development of public programming working closely with the Curator of Learning, Reimagine Project Manager, Reimagine Curator, Open House Manager.

Finance and Income Generation

1. Work closely with the General Manager who is responsible for the effective and efficient running of the operation ensuring that all staff are appropriately supported and challenged, that they are skilled to undertake their duties and that they are working within agreed guidelines and legal requirements.
2. Work with the General Manager to prepare and manage budgets, keeping the Finance and Administration subcommittee informed of current and future forecasts, to comply with Governance and Charities regulations and to monitor and report budget positions on a regular basis, flagging any significant budget variance in a timely manner and taking appropriate corrective action.
3. Encourage a pro-active approach and culture of fundraising within the IAF, ensuring financial prudence within the organisation and leading on and contributing to maximising income and all related income streams (sponsorship, Friends Scheme, earned income).
4. Work with the Board and the Development Manager to increase corporate income and devise and implement the Fundraising Strategy.
5. Build Reimagine Enterprise as a business, determining the strategy and developing the business plan with Reimagine Project Manager.
6. Ensure IAF itself is appropriately and sustainably resourced to secure a work programme of ambition, quality and breadth - this includes preparing annually the Arts Council Strategic funding application, and proposals and Service Level Agreements for the Department of Housing, Local Government and Heritage, and the Department of Rural and Community, and the Department of Education, DCC and the OPW.
7. Set and ensure the implementation of short and long-term business strategies in line with the organisation's Vision and Mission
8. Be responsible for overseeing the sound financial management and viability of the company, including internal systems and controls.
9. Build and maintain productive relationships with funding partners, sponsors and funding stakeholders.
10. Write and present reports on KPIs to all funders annually.
11. Deliver fundraising pitches to potential sponsors and partners, and always seek out corporate prospects and opportunities.

Human Resources

1. Ensure the organisation's structure is appropriate and aligned to achieve and deliver its strategic objectives.
2. Lead, manage and motivate all team, including freelance and volunteers, in a fair and equitable manner, ensuring their safety and wellbeing.
3. Ensure the organisation adheres to all employment, legal, contractual, financial, and other statutory and regulatory obligations.
4. Work with the General Manager on policy development and review across all areas of the organisation operation. (Staff Handbook, HR policy, Health and Safety, Child Protection etc)

Governance, Development, Communication

1. Work closely with the Board on policy and strategy development and implementation.
2. Meet with Finance and Admin Subcommittee, Governance and HR Sub Committee, Strategic Development Sub Committee and the New Architecture Centre Steering Committee.
3. Call and present at the annual Stakeholders Forum.
4. Ensure the IAF is compliant with all its Governance and legal duties.
5. Develop with the team the Fundraising Strategy and the Marketing Strategy.
6. Together with the Communications Officer and external Media Relations team to ensure that marketing and media strategy reflects the programme appropriately. Similarly with the IAF brand designers.
7. Participate on the Arts Council's RAISE mentorship fundraising programme.
8. Act as the chief spokesperson for the IAF and seek out advocates and champions, nationally and internationally.

Essential Experience

1. A track record in programming events and initiatives that communicate the value of architecture and its related fields to a broad audience.
2. Managing budgets in excess of €700,000.
3. Efficient at strategic planning, policy development, organisational growth and audience development.
4. Enabled organisations or large scale projects reach their full potential, in terms of creative output, engagement and greater reach, relevance and impact and delivering on KPI's.
5. Proven track record in fundraising.

Person Specification

1. Innovate, influence and inspire through artistic output.
2. Work in an evidence- based manner analysing data and information to inform decisions.
3. Mediate seamlessly between state and corporate stakeholders.
4. Ability to manage complex relationships across the board and stakeholders.
5. Have an inquiring mind, be tactful, enterprising and have a very strong sense for public engagement.
6. Demonstrate an understanding of the needs of the architectural sector.
7. Exhibit experience of business planning, setting and implementing strategy.
8. Strike the right balance between stability and innovation.
9. Value a healthy team-based environment and encourage a culture of participation.

Education

1. Minimum a 3rd Level Qualification or equivalent experience in one or more of the following: Architecture, Architectural History, Design, Design History, Cultural Studies, Spatial Practice, Planning, Curation.

Terms and Conditions

1. The post of Director is a full-time position offered on the basis of a permanent contract of employment.
2. There is a probationary period of eight months and performance reviews will be completed with the board at six months from appointment.
3. There will be an induction and hand-over process ensuring a smooth transition.

Salary Range

Level 1: €75,000 - €85,000 per annum full-time

Application Process

1. Applications should include a cover letter, outlining why you are suitable for this role, with a full CV.
2. The deadline for applications is **Monday 22nd August 2022** at 17:00 GMT. Applications received after this date and time will not be accepted.
3. Completed applications should be submitted via https://my.hrduo.com/candidate-jobs/Irish_Architecture_Foundation/8167341081
4. Interviews will be held in Dublin on **Tuesday 6th September 2022**.
Second interviews will be held in Dublin on **Monday 12th September 2022**.
5. Irish Architecture Foundation is committed to equal opportunities and diversity in its employment policy, practices and procedures.
6. This position will require you to reside in Ireland.