

ROLE TITLE:	PRODUCTION MANAGER
REPORTS TO:	DIRECTOR
LOCATION:	CRAWFORD ART GALLERY
KEY TERMS OF EMPLOYMENT:	HEO STANDARD SCALE / FULL TIME POSITION

"Higher Executive Officer (PPC) Pay scale – 01 October 2021"

€50848/ €52334/ €53817 / €55300 / €56788 / €58271 / €59756 / €61899 /€64038

PURPOSE OF THE ROLE:

The main focus of the first 3 years of the role will be the development of an over-arching programme of collection, archive and content moves from Crawford Art Gallery to off-site storage and its return to site post Capital Development. Delivery of enabling projects covering documentation, preventive conservation and object packing.

Responsibility for delivering a programme of works to move the Crawford Art Gallery Collection, archives, library and contents to support the full decant of Crawford Art Gallery from the building in Emmet Place to a temporary storage location and return Crawford Art Gallery Collection, archives, library and contents to the refurbished building in Emmet Place by the agreed deadline and to budget.

Following return to the refurbished building in 2025, the main focus will change to align with Gallery Implementation Plan to ensure delivery of programming.

The Production Manager will lead the planning and implementation process for the production of all temporary exhibitions, cultural projects and collection exhibitions at the gallery and external programme collaborations.

Working with the Gallery Director, Registrar, Curators and Head of Operations, the Production Manager will advise on methods of production and coordinate the construction/installation/deinstallation activities to deliver exhibitions on time and within budget.

The Production Manager will be a key input and support to exhibition programming, planning and delivery.

KEY TASKS & RESPONSIBILITIES:

1. Define the business case, project plan for large-scale, complex storage, documentation and collection move projects as part of the MDP
2. Define the methodology, resource requirements, budget and programme for projects, taking in to account the specific needs of a complex and diverse decant.
3. Develop and lead multidisciplinary project team that will include specialists based across the Gallery.
4. Management of high-value procurement processes and specialist supply contracts to ensure best value for money as part of the decant.
5. Delivery of projects to budget and schedule, coordinating with internal stakeholders to manage dependencies with the decant of non-collection material and the Gallery's public programme,

6. Establish the project controls to monitor progress, budget, risks and issues, and reporting to senior management and external stakeholders during the decant process.
7. Manage specification and quality assurance of storage furniture, equipment and materials.
8. Manage relationships with external and internal stakeholders and partners, ensuring buy-in to the project at all levels.
9. Provide planning support to the Registrar including development of the over-arching decant programme in line with goals of CAG Care of Collections Strategy 2020 - 2023 and review of associated management processes.
10. Management of logistics of movement of works for touring exhibitions during Gallery closure period as required.
11. Review design proposals and construction documents for alignment of scope and budget within the overall Gallery programming
12. Manages, communicates and co-ordinates staffing, schedule, phasing, budgets, approvals etc in collaboration with curators during production process of Gallery programming.
13. Manage install teams and source external providers if and when necessary
14. Ensure best building practice and coordination with building systems and operations.
15. Plan and manage the production schedule of all design elements, fabrication, and installation needs for programming
16. Manage projects to ensure the Collection, archive, library and other material is stored in high quality facilities, fully documented and available online to relevant stakeholders as required.

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
University Degree in Art, Art History, museum studies & Project Management qualification.	✓	
SKILLS & EXPERTISE		
A recognised project management qualification with the ability to use project management tools effectively to control risks, issues, schedules, quality and budgets.	✓	
Proven procurement and contract management experience	✓	
Experience working in a Museum or Gallery management role	✓	
Knowledge and experience of art handling best practice, fine art logistics and collection management principles desirable.	✓	
Knowledge of disaster plan procedures for cultural objects and risk assessment for museum and gallery facilities.	✓	
Documentation methodologies for collections, libraries and archives.	✓	
Management of dedicated project teams	✓	
Strong analytical and literacy skills to be able to draft reports and understand complex written guidance.	✓	
PERSONAL COMPETENCIES		
Specialist Knowledge: Knowledge of museum collections management and conservation, project management practices.	✓	
Attention to Detail: A high level of organization and a meticulous approach to record keeping.	✓	
Communication: Excellent interpersonal, communication and influencing skills.	✓	
Team Working: The ability to work as part of a team, able to work effectively and constructively with colleagues across the organization and to effectively manage direct reports.	✓	
Results Driven: Output orientated, consistently delivers quality results to key deadlines.	✓	
Equality & Diversity: Awareness and Commitment to Equality of Access and Opportunity. Supports and champions diversity in the workplace.	✓	
Values: Self Motivated & committed to Public Service Values. Fosters the highest standards of Ethics and Integrity.	✓	
Innovation: The ability to suggest and contribute new ideas and initiatives, display a good understanding of audiences with the confidence to manage with an inclusive and consultative style	✓	
Financial Acumen: Ability to review, analyse and manage appropriate budgets considering available resources, strategic goals, and priorities.	✓	