

MANAGER, TENEMENT MUSEUM DUBLIN JOB SPECIFICATION

ABOUT THE TENEMENT MUSEUM DUBLIN

Dublin City Council is creating a landmark public venue, celebrating the history of Dublin's urban living and tenement life in the heart of Ireland's capital city. The Tenement Museum Dublin on Henrietta Street, opening in Summer 2018, will provide a unique destination for public and scholarly engagement with the urban heritage of tenement living in Dublin, aiming to become a major local, national and international visitor attraction in the heart of the nation's capital.

The Tenement Museum Dublin tells the story of the city's tenements through the life-cycle of Number 14 on Dublin's iconic Henrietta Street. Dating back to the 1720s, Henrietta Street in the north inner city is the only intact example of an early-18th century street of houses in Europe. Once a grand single-family townhouse for the elite of Dublin, Number 14 was turned into tenement housing in the 1880s. By 1911 it was home to 17 families, totalling 100 tenants. It remained as tenement housing until the last family left the building in 1979.

The Tenement Museum Dublin seeks to deepen the understanding of the history of urban life and housing in Ireland by exploring the lives of the people who lived at 14 Henrietta Street, with particular focus on those who lived in the building when it was tenement housing. It looks at how and where these tenants lived and how social change impacted on them. It also looks at the development of urban life and the social and cultural life surrounding all of these.

The developing mission of the Tenement Museum Dublin is to:

- **Collect** the history of the house and its occupants;
- **Educate** Dubliners and visitors about the history of the city through the prism of tenement living;
- **Celebrate** the strong community ethos evident in Dublin's tenements.

The key visitors for this museum are:

- Dubliners;
- Domestic visitors to Dublin;
- International visitors, particularly European visitors travelling independently (FIT).

Visitor experiences to The Tenement Museum Dublin will comprise of:

- A compelling multifaceted paid visitor experience through an immersive multimedia and interactive exhibition;
- Access to a selection of original materials over three floors of the building, including an education space;
- Access to a wealth of scholarship, research projects, educational programmes and archival holdings;
- Possibilities to hire and use a new small venue for public seminars, small group conferences, boardroom events, corporate functions, workshops, studios.

ABOUT THE POSITION

The Tenement Museum Dublin will be governed by a company limited by guarantee (the Dublin City Council Culture Company). The Board of Directors will have overall responsibility for the governance of the Tenement Museum Dublin. Dublin City Council Culture Company wishes to employ a Manager to guide the growth and development of the Tenement Museum Dublin. The Manager of the Tenement Museum Dublin will report to the CEO (interim CEO) of Dublin City Council Culture Company. An advisory group, including leading cultural and academic stakeholders, will support and inform the activities of the Culture Company, which include the Tenement Museum Dublin.

The Manager will have responsibility for all aspects of the day-to-day management of the Tenement Museum Dublin facility including building management, financial control, staff recruitment and management, training and extends to specific fields of marketing, public outreach, educational activities, research and venue development to ensure the successful development of the Museum.

The role of Manager in this founding phase of the Tenement Museum Dublin requires an outstanding individual with vision, ambition and proven expertise to launch, stabilise and grow this landmark initiative. The successful candidate will have a strong commercial focus and a successful track record in building, leading and sustaining an innovative tourist venue or similar artistic/cultural venue with a dependence on earned revenue.

The Manager, in collaboration with the CEO, Board of Directors and advisory groups, will be responsible for leading the final development of the Tenement Museum Dublin, bringing the project to the soft launch stage in early Summer 2018 and putting in place the operational functions and team towards full operational period in late summer 2018 and beyond. The Manager will then lead, shape and deliver the cultural, marketing, financial and management operations of the Museum in its first period of activities.

MAIN RESPONSIBILITIES

- Develop a Strategic Plan for the Tenement Museum Dublin, including a series of annual plans with agreed yearly objectives and targets which deliver against the Strategy;
- Create a broad-ranging Audience Development Plan with ambitious with realistic targets and planned actions and audience development campaigns to meet the Tenement Museum Dublin's needs;
- Work to deliver a landmark visitor experience in a stellar site in the heart of Dublin, which marries academic rigour with broad popular appeal;
- Plan a dynamic and exciting programme which targets opportunities for creative partnerships which benefit audiences locally, nationally and internationally;
- Develop an innovative events and education programme to engage visitors of all ages;
- Oversee and implement appropriate management structures and financial controls;
- Develop relationships with donors of the Collection or new donors in order to enhance the Tenement Museum Dublin's resources through additional original content. Draft and manage agreements with content donors and other external partners. Put in place and oversee Collection Care Policy and processes for acquiring, displaying and preserving cultural content and place elements as required to consider Museum Accreditation in the future;

- Be responsible for the full range of museum work areas and activities including operational, content-related, promotional and marketing, and financial aspects (with the support of a small team when relevant and subject to recruitment) to deliver on the Tenement Museum Dublin vision;
- Identify and pursue opportunities to develop collaborative ventures and projects with a range of local, national and international culture, education, tourism and heritage partners;
- Oversee the development and delivery of a communications plan for the Tenement Museum Dublin;
- Develop marketing collateral across appropriate platforms, including digital content.

This is an exciting opportunity to lead the development and growth of the Museum by implementing creative and strategic leadership, with a strong audience development ethos for this incredible building, thereby integrating the museum into the cultural and touristic life of the city.

THE IDEAL PERSON FOR THIS ROLE WILL HAVE:

Essential

- Proven record in initiating, animating and delivering tourism/heritage/cultural or similar initiatives.
- Proven strategic leadership and people management skills, including experience in motivating support teams.
- Minimum of 3 years senior management experience including budgetary oversight and project planning and a proven ability in driving and managing change.
- Experience in building successful targeted media and marketing/promotion campaigns.
- A demonstrable passion for and knowledge of Ireland's rich historical and contemporary culture.
- Successful track record and experience in venue management, ideally within cultural heritage initiatives or their equivalent.
- Highly developed communication and negotiation skills and proven ability to build relationships through collaboration with diverse stakeholder groups.

Desirable

- Postgraduate qualification in a relevant discipline (e.g. humanities, museum studies, cultural policy, business, marketing or heritage) or experience acceptable as equivalent.
- Experience of working within the constraints and opportunities offered by an historic building.

POSITION SUMMARY

Post Title:	Manager, Tenement Museum Dublin.
Post Status:	Specified Purpose Contract (full-time), approximately three years.
Location:	Tenement Museum Dublin, 14 Henrietta Street, Dublin 1.
Reports to:	CEO (interim CEO) Dublin City Council Culture Company.
Salary:	Appointment will be made in the salary range of €55,800 – €60,322 at a point in the range which is commensurate with the successful candidate's qualifications and experience.
Pension:	A contribution of 10% of salary will be made to an agreed pension savings scheme subject to the individual contributing a similar percentage.
Closing Date:	12 noon, 9 th April 2018.

Candidates who meet or exceed the criteria for selection will be invited to engage in an interview process. A tour of the Museum will be offered to anyone who is shortlisted for interview. Candidates must be available for interview in Dublin in the week of the 16th April 2018.