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# Rialtas na hÉireann Government of Ireland

## Cultural Officer for Ireland France

*The mission of the Embassy of Ireland in France is to promote and protect Irish interests and values in France and Monaco working with Irish communities, and with local partners, to support and grow the strong partnership between France and Ireland.*

*Our organisational values are: Diversity; Integrity; Leadership; Service; and Excellence.*

***Deadline: 16 December 2022***

### **Introduction**

Applications are invited for the post of Cultural Officer at the Embassy of Ireland in Paris.

This position will enhance the promotion of Irish arts and artists in France, working to serve the objectives of the Embassy of Ireland and of Culture Ireland (Department of Tourism, Culture, Arts, Gaeltacht, Sports and Media).

This is a new post created as part of the Irish Government's Global Ireland strategy to widen and deepen our cultural presence and engagement worldwide. The creation of the post is a commitment under Ireland's Strategy for France (2019-2025), which aims to further strengthen and deepen Ireland's relationship with France.

The Cultural Officer role in France will have a significant focus on increasing the visibility of Irish culture in France's regions and in Monaco, developing new strategic relationships, providing enhanced support to existing partners, and expanding touring opportunities for Irish artists. The successful candidate will also work closely with the *Centre Culturel Irlandais* in Paris.

This full-time position based at the Embassy of Ireland in Paris is a challenging one that would suit a self-starter capable of working on their own initiative, and who has a minimum of five years in a similar position with a proven track record in that role.

## Role and Responsibilities

This role is co-funded by the Department of Foreign Affairs and Culture Ireland on a 50:50 basis. Reporting to the Deputy Head of Mission, with an additional reporting function to the Director of Culture Ireland, and working under the strategic guidance of the Department of Foreign Affairs (DFA) and the Department of Tourism, Culture, Arts, Gaeltacht, Sports and Media (DTCAGSM), the Cultural Officer will:

- Promote Ireland's cultural engagement throughout France, in line with relevant multi-annual strategies and programmes to promote Irish culture internationally, including the cultural commitments in Ireland's Strategy for France (2019-2025) and the Ireland-France Joint Plan of Action (2021-2025).
- Work with Culture Ireland to implement Culture Ireland's new strategy 2022-2025 which is focussed on the promotion of Irish arts worldwide and on developing global audiences for Irish arts.
- Work with Culture Ireland to extend and maximise touring opportunities in France for artists being supported to present work in France and the wider European region.
- Assess Culture Ireland applications for funding by Irish artists seeking to present work in France to determine potential career and audience development potential of proposed events.
- Work closely with the Embassy events team to maximise the cultural use of the exceptional platform for Ireland afforded by the Embassy premises on Avenue Foch.
- Support collaboration between the national and regional cultural institutions in Ireland and France.
- Assist the new Irish Consulate General in Lyon in promoting Irish cultural engagement in Lyon and the surrounding regions.
- Work closely with the *Centre Culturel Irlandais*, Ireland's cultural flagship in Europe, in its role as a contemporary centre of cultural engagement, artistic innovation and critical conversation.
- Promoting Irish culture in the Principality of Monaco, including by collaborating with local institutions such as the Princess Grace Irish Library.
- Identify opportunities for the promotion of Irish culture across the wider francophone world.

- Increase the visibility of Irish culture in France outside Paris, including through developing relationships with partner organisations.
- Map and cultivate relationships with cultural organisations across France, and brokering partnerships between Irish and French artists, ensembles, venues and festivals, including the Irish artistic and creative diaspora resident in France.
- Work alongside other European embassies and the EUNIC (EU National Institutes for Culture) network to situate Ireland and Irish culture in its European context, presenting Ireland as both European and Irish.
- Assist in the development, delivery and promotion of showcase cultural events on behalf of Culture Ireland and the Embassy as well as other relevant state bodies such as Tourism Ireland.
- Contribute to flagship initiatives and cultural programmes for high-level visits by the President, Taoiseach and Government ministers.
- Assist and advise on the promotion and development of Irish studies and the Irish language in France.
- Assist in the development and delivery of the Government's commemorations programme (Ulysses100, etc.)
- Assist in developing additional sources of funding and sponsorship for Embassy-supported projects and events in the cultural sphere.
- Work with Screen Ireland to promote opportunities for the film, TV and animation industry, and with relevant state bodies to develop links across other creative industries, e.g. architecture and design.
- Monitor and report on the impact of cultural events, including those funded or supported by the Embassy of Ireland in France, those in receipt of Culture Ireland support, and other partnership-based events.
- Navigate and adapt approaches as required by the evolving changes to the Irish and French arts and cultural contexts as a result of the COVID-19 pandemic.

## **Candidate Profile**

Candidates should be able to:

- Demonstrate extensive and up-to-date knowledge of contemporary Irish arts.
- Demonstrate extensive and up-to-date knowledge of the French arts and cultural sector, including festivals, venues, arts institutions, local agents and promoters.
- Develop and deliver rich programmes showcasing and exploring contemporary and traditional Irish arts, culture & society, in all its complexity and diversity.
- Develop relationships and create strategic partnerships with organisations in France.
- Take the initiative and work as part of a large and multi-disciplinary team.
- Demonstrate strong networking skills, including the capacity to develop and strengthen links with priority contacts and organisations.

## Essential Requirements

To be eligible, the following qualifications and competences are required:

- A third level qualification in a relevant area and/or a significant work experience (minimum five years) in the arts and culture sector with a proven ability to deliver arts and cultural projects.
- Excellent written and oral communication skills in French and English. The candidate should be a native speaker of French or English and have a minimum C1-level knowledge in the other language. Applicants will be contacted in advance to establish their language proficiency.
- A proven record of collaborative team-working.
- A high level of discretion, professionalism, initiative, commitment and reliability.
- The ability to adapt to new working environments and to take on new responsibilities, as required from time to time.

**The successful candidate must have a legal entitlement to live and work in France prior to recruitment.**

## Terms and conditions of employment

Starting date	Early 2023
Working hours	Full time with out-of-hours work for cultural events
Starting Salary	€50,135
Annual Leave	25 days
Probationary period	2 months (renewable once)

## How to apply

Applications must be submitted by email only to [administrationparis@dfa.ie](mailto:administrationparis@dfa.ie) with the subject line 'CULTURAL OFFICER'. The application must contain:

- Letter of motivation (two pages maximum) addressing the applicant's suitability and interest in the Cultural Officer position.
- CV/Résumé (three pages maximum).
- Two nominated referees with contact details (will only be contacted with consent of applicant).
- [Optional] Copies of any professional references or relevant academic, professional and language qualifications may be scanned into one PDF attachment (documents in French or English do not need to be translated).

**Applications must be received no later than 5pm (CET) on Friday 16 December 2022**

Depending on response rates the deadline may be extended. Please note that only shortlisted applicants will be contacted. Interviews (by video conference) are provisionally expected to be held in January 2023.

**Any attempt, direct or indirect, by or on behalf of a candidate to influence the selection process will automatically disqualify the candidate.**

The Embassy of Ireland reserves the right to re-advertise or extend the call for applications.

### General Data Protection Regulation

All personal information received will be kept in line with GDPR guidelines.

### Security Clearance

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

***Please note that canvassing will disqualify applicants.***

***The Embassy of Ireland in France is committed to a policy of equal opportunity.***