



CHIEF OPERATING OFFICER

26<sup>th</sup> April 2018

MACNAS seeks an exceptional individual to structure and lead the company's development and build on the unprecedented opportunities on the horizon, as well as to deliver key commitments of the company for Galway's year as European Capital of Culture 2020.

## INTRODUCTION

Macnas is a spectacle and street performance company based in Galway Ireland under the leadership and artistic direction of CEO Noeline Kavanagh working to a non-profit Board.

Macnas create large scale interactive, immersive spectacle events for audiences, communities and festivals across the globe. Macnas transform cities, venues and public sites into playgrounds of imagination. The company's unique and revolutionary art includes creative collaborations with musicians, playwrights, sporting legends, visual artists, community groups, counter-culture performance artists, actors and dancers. Internationally renowned as pioneers of invention, Macnas have toured the world performing with U2, been part of the magic at the MTV awards, performed in China, Australia, San Francisco, and most recently at SXSW in Texas 2016 and as the closing event for Hull UK City of Culture 2017.

Macnas will present the centrepiece event of Galway's year as European City of Culture in 2020: an adaptation of the epic Gilgamesh staged as a show in 3 acts over 1 year where each act is a self-contained complete show. This will be one of the most exciting productions in the company's history and an international team of collaborators have been engaged; playwright Marina Carr and designer Julian Crouch, as well as our production partners Artichoke.

Macnas is at a critical and exciting time in its evolution; building on national and international partnerships and reimagining the future of the company. We want to make the most of the opportunities which are coming our way to transform our business and in the process build a unique team which stands out in the world.

Macnas is completely committed to the personal and professional development of its people; staff and associates.



Macnas C.L.G. Fisheries Field, Salmon Weir Bridge, Galway | Telephone: 091 568 896 | email: admin@macnas.com | www.macnas.com  
Charitable status no: CHY14582 | Company registration no: 132945 | CRA no: 20047962

Directors: Dr. Ronan Kavanagh, Sinéad Mc Phillips, Róise Goan, Anna Mc Loughlin, Mary Nash,  
Johnny Duggan, Christine Costelloe, Craig Flaherty, Michelle Ní Chrónín, Prof. Frank Sullivan



## THE JOB

Macnas is engaged in restructuring the company and in the context of 2020 has identified an opportunity for a **Chief Operating Officer**. This will be a full-time position based in Galway and operating globally with the potential to play a transformative role.

The role is envisaged as one where, working closely with the CEO and reporting directly to the Board, the COO will:

- Act as a key ambassador for Macnas internally and externally with stakeholders, funders, potential partners and international collaborators
- Lead on the re-structuring and reimagining of the company, including recruitment
- Devise and implement new company strategies for the business direction of Macnas
- Lead on the delivery of the ambitious programme which the company has set itself, including Gilgamesh in 2020
- Devise and implement strategies to make the most for the company of the opportunities which the 2020 showcase and other international work provides

## KEY RESPONSIBILITIES

The COO will provide or procure the imaginative and robust administrative structures which will deliver on the company's ambitions. This is a senior position and the COO will be expected to identify and lead on new initiatives in addition to the below.

### 1. PEOPLE

The COO will manage core team members directly including the Company Administrator, Junior Producer, Executive Producer, Marketing and Communications Coordinator, Volunteer Coordinator and Financial Controller, undertaking appraisals and HR matters on behalf of the company. The COO will work closely with the other members of the Executive Team, including the Executive Producer and will report to the CEO.



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The COO will devise communications and other structures which will maximise team working and ensure clear lines of communication for delivery.

In addition the COO will be responsible for recruitment and coordination of project teams including role descriptions, fee negotiation, contracting and relationship management with support from the Company Administrator

## 2. MONEY

The COO will be the responsible budget holder for all Macnas activity, both core and project based, including a high degree of co-ordination with production teams and international co-producers Artichoke for *Gilgamesh*.

The COO will co-ordinate and actively be involved in the preparation of all funding applications and will take a proactive role in identifying funding opportunities and will undertake funder stewardship and grant reporting responsibilities.

## 3. LEGAL AND GOVERNANCE

The COO will be ultimately responsible for ensuring that Macnas meets all of its legal obligations from a policy and licensing point of view, and will also act as Company Secretary and as such will be closely involved with the preparation and delivery of information for the Board of Directors.

## 4. PRODUCTIONS

It is anticipated that the COO will oversee all programme activity including *Gilgamesh* R&D phase, Galway Theatre Festival, Halloween Parade and and Bram Stoker 2018, delegating co-ordination to other members of the team as appropriate. The COO will be the main point of contact for Artichoke, Co-Producers of *Gilgamesh* for Galway 2020 oversee the delivery of all reporting required by Artichoke for *Gilgamesh*. In addition, the COO will work with the CEO and the Executive Producer to maximise the national and international impact of work undertaken and take a strategic approach to work in 2018 and 2019 which will benefit the company in 2020.



Comhairle Cathrach na Gaillimhe  
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## THE PERSON

### ESSENTIAL EXPERIENCE

The person who can fulfil this role will have:

- Extensive experience of working in complex environments to deliver projects
- Experience of working at a large scale with vision and ambition and making the most of limited resources
- Experience of how productions work and the roles and responsibilities
- Strong, demonstrable financial sense and experience
- Strong, demonstrable people skills and experience
- Strong communication skills in all channels, in person and on the page

### DESIRABLE EXPERIENCE

- Ideally the person appointed would have a track record in being imaginative and resourceful about a company's future and have experience in the administrative and legal aspects of company management.
- Macnas is interested in hearing from mid-career arts and other managers from Ireland and elsewhere for whom this would be a developmental opportunity and is wholly committed to the professional development of the team.

### PERSONAL CHARACTERISTICS

The company is seeking an exceptional person to fill this role, one with the desire to develop their personal skills and brand.

The person who is appointed will be:

- Professionally driven and imaginative, a problem solver, the first point of contact for everyone with a challenge
- Intellectually and professionally capable and confident, managing processes and bringing them to conclusion
- Financially astute and committed to developing the income and operational models of the company to the benefit of the artistic vision
- Disciplined and motivated; capable of devising approaches to the work and following through
- Welcoming of innovation and positive about working in iterative and dynamic processes
- Complementary to the CEO in terms of personal brand, networked and energetic



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## PRACTICAL DETAILS

This is a full-time position based in Galway, initially on a three-year contract, with a six month probationary period.

The salary offered is **50,000 euro per year**.

The closing date for receipt of applications for this position is **5pm Friday 18<sup>th</sup> May 2018**. You should forward your CV and a one-page letter of application detailing your suitability for the role to **jobs@macnas.ie**.

We intend to hold first round interview for the position, in person or via Skype, on May 30<sup>th</sup>.

If you would like to have a chat in confidence about the role please email Úna Carmody at [una@unacarmody.ie](mailto:una@unacarmody.ie) with your phone number and she will get in touch.



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