



Job Description

Job title:	<i>Manager: The Portico of Ards</i>
Location:	<i>Portico of Ards, Portaferry, Northern Ireland with flexibility for hybrid working</i>
Reports to:	<i>Chair of Board of Trustees</i>
Salary:	<i>£38,000 – 45,000 (Based on skills & experience)</i>
Contract type:	<i>Full-Time, Permanent</i>
Hours of work:	<i>37.5 hours per week (with additional evening and weekend work).</i>

ABOUT PORTICO

Portico is a vibrant arts and heritage venue in Portaferry, Northern Ireland. Based in a Grade A listed building, which was fully restored 10 years ago, it is dedicated to the upkeep of the building and to enriching the community at large, through diverse artistic programming, heritage preservation and inclusive engagement. As a not-for-profit organisation, Portico thrives on collaboration, creativity and community spirit.

JOB PURPOSE

The Manager is responsible for the day to day operation of, and implementing the agreed strategic plan for Portico. This includes: building on, and running, our dynamic arts programme; event management; business development (particularly focusing on the use of our heritage building); fund raising (particularly grant writing); and stakeholder engagement, to ensure Portico continues to develop and grow as a thriving cultural hub.

KEY RESPONSIBILITIES

1 **Income Generation**

- a. *Programming – the manager will have overall responsibility for event programming and will be expected to produce an annual series of between 50 – 60 shows ranging across all genres of music, theatre and film. This should be informed by developing an audience research programme*
- b. *Grant funding – the manager will identify potential sources of grant funding, write grant applications and ensure proper grant governance including making returns*
- c. *Ticket sales and venue hire*
- d. *Bar sales – the manager will be responsible for the efficient & legally compliant management of Portico's bar facility*
- e. *Merchandise and exhibitions – The manager will be expected to develop the merchandise offering as a potential source of income alongside developing Portico as an exhibition space*
- f. *Donations and Sponsors – the manager will be expected to be proactive in seeking sponsorship, bequests and donations to Portico*

2 **Operational planning, business management and budget control**

- a. *The manager will develop, refine and implement Portico's Operational Plan, in collaboration with and approval of the Board*
- b. *The manager will work with and continue to develop Portico's income and expenditure forecasts in line with the operational plan and Portico's strategy*
- c. *The manager will ensure the Board are supplied with regular, accurate, finance updates*

3 **Staff and volunteer management**

- a. *The manager will oversee the recruitment, training and support of volunteers*
- b. *The manager will be responsible for the supervision, performance enablement and line management of employees*
- c. *The manager will work with the Board to optimise recruitment and retention in line with budget and capacity requirements*
- d. *The manager will be responsible for promoting and maintaining a happy and thriving workplace culture, in line with the values of Portico*
- e. *The manager will ensure that events are managed and staffed adequately to ensure their safe and effective running and will be expected to be the event manager for several of the shows per annum*

4 **Representation & Advocacy**

- a. *represent Portico in the local and wider communities and in other forums and to develop relationships with funders and stakeholders*

5 **Facility Management**

- a. *oversee:*
 - i. *building and grounds maintenance*
 - ii. *health and safety checks and regulatory compliance;*
 - iii. *contracted services as appropriate*

6 Marketing & Promotion

- a. develop Portico's marketing strategy (including, for example, the website, social media and other promotional materials)*
- b. build on Portico's established relationships with journalists and broadcasters*
- c. develop relationships with other Portaferry groups, for example by giving talks on Portico, hosting tour groups and other visitors to the site and by attending local community meetings where Portico needs to be represented.*

PERSON SPECIFICATION:

Essential Criteria: You must have

- *Minimum of 3 years' experience at managerial level in creative industries or a closely related field*
- *Strong organisational, planning and leadership skills*
- *Proven success in grant writing and fundraising*
- *Excellent communication and interpersonal abilities*
- *Demonstrated financial and budget management experience*
- *Experience in business development and income generation*

Desirable Criteria: We would love you to have

- *A core knowledge of the Northern Irish arts and cultural sector*
- *Knowledge of the wider arts sectors in GB and Ireland*
- *Previous recent experience managing staff and volunteers*
- *Skills in marketing, PR and social media*
- *A working knowledge of the ability of artificial intelligence to carry out routine administrative jobs etc*

Additional Information:

- *This role will require a pre-employment basic Access NI check.*
- *Evening and weekend work may be required.*

How to apply:

Please submit an up to date CV, accompanied by a cover letter that details how you meet the essential criteria for this role, with examples of past experience where relevant and why you believe you are the ideal candidate by Monday 12th October 2026.

Portico welcomes applications from all suitably skilled and experienced people