

The Kabin Studio: Program Manager **(<https://www.activelink.ie/node/109242>)**

Program Manager

About The Kabin Studio:

The Kabin Studio, located in the heart of Knocknaheeny, Cork, is a vibrant music space, grown out of a love for hip hop and community, dedicated to empowering people from marginalised backgrounds through the power of creativity. As a hub of inspiration and growth, we offer a wide array of creative workshops, youth initiatives and mentorship opportunities aimed at fostering self-expression, talent, and personal development. Our mission is to make a significant, positive impact on our community by nurturing the next generation of artists and creatives.

This creative environment resulted in one of the biggest viral hits of the summer with the release of The Spark with 500 million views and unprecedented international media interest and performance opportunities.

Role Summary:

We are seeking an enthusiastic and experienced Program Manager to play a crucial role in our team. This individual will be instrumental in planning and managing music and creative programs for the Kabin Studio (including our Musical Neighbourhoods initiative which aims to work with over 18s). The ideal candidate is someone with a deep passion for community and youth empowerment through music, equipped with the skills to handle program planning, grant writing, logistics, administration, social media management, and coordination of projects, tutors, and initiatives. The Program Manager will also support the development of our governance structure, strategic plan and business development.

Key Responsibilities:

- Design, develop, and oversee music and creative programs that engage and benefit young people, ensuring they are inclusive, effective, and aligned with our goals.
- Secure funding and resources by writing grants and proposals, maintaining the financial health and expansion of the Kabin Studio, and support with project documentation and reporting.
- Build and maintain relationships with community members, partners, and stakeholders to enhance the visibility and impact of both the Kabin Studio.
- Coordinate with tutors, mentors, and volunteers across initiatives, offering support and ensuring the successful delivery of our objectives.
- Utilise technology and social media to promote our activities, engage the community, and highlight participant achievements.
- Assess program outcomes, soliciting feedback to implement continuous improvements and ensure the effectiveness of our initiatives.
- Manage email inbox for The Kabin Studio.
- Support with social media management, online presence and communication
- Manage invoicing, budgeting, expense tracking
- Schedule workshops and tutors for future projects
- Ensure that all tutors and volunteers are garda vetted
- Communicate effectively with our Youth Council, other participants, parents, youth workers, and members of the community.
- Manage correspondence and ensure compliance in collaboration with the Creative Director with all relevant statutory and funding agencies including financial institutions, Revenue Commissioners, Company Registrations Office, Charities Regulator and Insurers.
- Manage reporting and final delivery of research outputs.
- Manage interim reporting deadlines and project management updates on a monthly basis.

Qualifications & Requirements:

- Demonstrated experience in program coordination within community, creative, or musical settings.
- Understanding of the community that The Kabin works within and some of the challenges the young people may face

which in turn would influence how the projects and workshops are run (Youth Work/Community development principles)

- A passion for music, arts, youth and community empowerment.
- Exceptional organisational, planning, and management abilities.
- Networking skills/ability - representing us on various networks.
- Proven success in grant writing and fundraising for community or arts programs.
- Proficiency in using technology and social media for promotion and engagement.
- Excellent communication skills, coupled with a welcoming demeanour, capable of working with a diverse range of individuals and groups
- The successful applicant will be required to be Garda vetted and trained in child protection before commencing the role on site.

Workplace:

Initially the successful candidate will work alongside Garry McCarthy and the admin/tutors at the Kabin Studio and Dr. Jessica McSweeney (Musical Neighbourhoods) to understand the work, get used to the space, and meet some of the young people and tutors that are involved. Working remotely is also an option once a good working relationship is established.

Timeline:

- All projects will take place between July 2024 - July 2025

Payment Policy

- Payment are made at the end of each month
- The contracted individual is responsible for managing their own taxes.

Salary starting position 35k Euros

Contract: minimum 1 year

How to Apply:

Interested candidates are invited to submit a Resume/CV and a Cover Letter/Email detailing their interest and suitability for the position to contact@rubyworks.com (<mailto:contact@rubyworks.com>) We encourage applications from individuals of all backgrounds and are committed to creating an inclusive environment.

Region

Cork

Date Entered/Updated

27th Jun, 2024

Expiry Date

29th Jul, 2024

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