



Rialtas na hÉireann  
Government of Ireland

**Cultural Officer for Ireland  
Beijing**

**Deadline: 4 June 2021**

***Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.***

Applications are invited for the post of Cultural Officer at the Embassy of Ireland in Beijing. This position will enhance the promotion of Irish culture, including individual cultural actors and creative industries, in Mainland China, working to serve the objectives of the Embassy of Ireland and the wider Irish Department of Foreign Affairs.

The Embassy of Ireland in Beijing promotes and protects Irish interests and values in China and Mongolia, working with the Irish community and other stakeholders to support and grow the strong cultural relationship between China and Ireland as a vital part of the wider bilateral relationship.

The Cultural Officer 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, including through the appointment of specialist staff in priority locations.

China represents an enormous market for Ireland across many sectors, yet currently visibility is still modest and exposure to Irish culture is limited. The existing work in Beijing, Shanghai, and Hong Kong has grown the familiarity and recognition of Ireland there immensely, but there is much that can be done elsewhere in China.

This advertisement seeks an experienced organiser in the Cultural industry in China, who is confident to organise and deliver initiatives and projects in many different provinces, while being based in the Embassy in Beijing. A successful candidate will have several years experience in cultural or media industries, particularly in organising projects, managing budgets, and growing networks, and have a very high degree of proficiency in English and written and oral fluency in Mandarin Chinese.

The successful candidate will be expected to work together with the existing cultural outreach team in Beijing, but primarily work independently on events and initiatives. The Cultural Officer will not have any staff reporting to them, and is not a management position.

## **Role and Responsibilities**

Reporting to the Deputy Head of Mission (or to an Embassy officer nominated by him or her), and working under the strategic guidance of the Department of Foreign Affairs and the Department of Media, Tourism, Arts, Culture, Sport and the Gaeltacht, the Cultural Outreach Producer's responsibilities will include:

- Promoting Ireland's cultural engagement throughout mainland China and at times, Mongolia, in line with relevant multi-annual strategies and programmes to promote Irish culture internationally.
- Taking forward projects initiated by the Ambassador, other senior officers in the Embassy, or the Headquarters of the Department of Foreign Affairs in Dublin, as well as supporting projects funded by Culture Ireland or other Irish cultural agencies.
- Develop relationships with partner organisations outside Beijing on an ongoing basis and bridge those relationships with Irish cultural organisations to deliver events, touring opportunities, or other spaces for Irish visibility and cultural promotion.
- Develop partnerships between Irish and Chinese artists, ensembles, institutions, venues and festivals, particularly outside Beijing, including the Irish artistic and creative diaspora resident in China.
- Working alongside other European Diplomatic Missions 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.
- Assisting in the development, delivery and promotion of cultural events generally on behalf of the Embassy, Culture Ireland, and other relevant state bodies, including flagship or large-scale initiatives and cultural programmes for high-level visits by the President and Taoiseach.
- Collaborating with the Consulates General in Hong Kong and Shanghai in the planning and execution of their cultural programmes.
- Working with the Embassy, Consulates and State Agencies in China to maximise the promotional impact of cultural events funded by the State so as to enhance Ireland's visibility and reputation.

- Monitoring and reporting on the impact of cultural events, including those funded or supported by the Irish missions in China, those in receipt of Culture Ireland support in Britain, and other partnership-based events.
- Navigating and adapting approaches as required to the evolving changes to Irish and Chinese arts environments because of the COVID-19 pandemic.

## **Candidate Profile**

The ideal candidate should be able to demonstrate:

- Capacity to take the initiative, plan and manage projects and budgets from concept to execution, and to work independently while respecting the reporting structure in the Embassy.
- Extensive and up-to-date knowledge of the contemporary Chinese cultural sector, including festivals, venues, arts institutions, agents and promoters.
- Proven ability to deliver arts and cultural projects.
- Adapatability and willingness to learn about Ireland and the Irish cultural offering, to best expand its reach in China.
- High-level networking and communication skills including the capacity to develop and strengthen links with partner organisations and to interact well as part of a diverse Embassy team.
- Strong organisational and administrative skills.

## **Essential Requirements**

To be eligible the following qualifications and competences are required:

- Candidates must have a third level qualification
- A high level of work experience in the arts and culture sector. Evidence of organising projects and budgets.
- Very high degree of proficiency in English and written and oral fluency in Mandarin Chinese.
- A high level of discretion, initiative, commitment and reliability.
- A good understanding of the role of the Department of Foreign Affairs;
- Excellent interpersonal and networking skills;
- Ability to work effectively in a fast-paced environment, meet deadlines, plan and organize work and assignments with minimal supervision;

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

**Terms and conditions of employment:**

- The successful candidates will be hired on a three year fixed-term contractual basis with one year on probation and will be based at the Embassy of Ireland, Beijing. Some out of hours can be expected.
- The starting salary for the position is 211,666CNY per annum, paid locally on a weekly basis. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.

**How to apply**

The Job Description and Application Form for this position are available on our website [Job Opportunities - Department of Foreign Affairs \(dfa.ie\)](#)

Completed application forms should be sent via e-mail only to [IrishEmbassyBeijing@dfa.ie](mailto:IrishEmbassyBeijing@dfa.ie), with the subject line **RECRUITMENT / CULTURAL OFFICER**

**Applications must be received before 12:00 on Friday, 4 June 2021**

(No applications will be accepted after this deadline) **OR** (Depending on response rates the deadline may be extended). Please note that only short listed applicants will be contacted. No CVs or cover letters will be accepted. Interviews are provisionally expected to be held in June 2021.

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

**General Data Protection Regulation:**

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

**Security Clearance for Local Staff**

Police security clearance 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, Beijing is committed to a policy of Equal Opportunity.***