

Head of Operations

The RHA is seeking a dynamic, highly organised Head of Operations to help lead the organisation's day-to-day operations and create the conditions for its artistic, public and organisational ambitions to thrive.

- Job Title: Head of Operations
- Location: Royal Hibernian Academy of Arts, Dublin, Ireland
- Employment Type: Full - time, Monday - Friday, with some evening and weekend work as required
- Salary: €50,000 - €55,000 per annum, depending on experience
- Term: 3 - year fixed contract with option for extension

About the role

Reporting to the Director, the Head of Operations is a key member of the RHA leadership team, responsible for ensuring that the organisation's operations, people, facilities, administration and governance are managed effectively and professionally.

This is a broad, hands-on role for someone who enjoys bringing structure to a creative environment and can move confidently between strategic priorities and the practical detail required to keep an organisation running well.

The successful candidate will combine strong operational and administrative skills with experience in facilities management, budgeting, financial administration, project management and team management. Experience working with artists and creatives, as well as in the non-profit, cultural, arts or heritage sectors, is highly valued.

The Head of Operations will work closely with the Director and wider team across organisational planning, programme delivery and development, while also managing the systems, processes and relationships that underpin the RHA's work.

We are looking for someone pragmatic, collaborative and solutions-focused; someone who can work independently, manage competing priorities and bring sound judgement, empathy and attention to detail to a diverse range of responsibilities and stakeholders.

Key responsibilities

Operations & administration

- Lead the day-to-day operations of the RHA effectively.
- Maintain strong administrative systems, records, databases, contact lists and filing.
- Prepare reports, documents and operational information as required.



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- Oversee office and operational supplies, vendors and service providers.
- Identify opportunities to improve systems, processes and organisational efficiency.

Facilities, health & safety

- Oversee facilities administration, maintenance and stewardship.
- Coordinate repairs, maintenance, security, accessibility and related services.
- Oversee health & safety requirements and keep policies and procedures up to date.
- Support capital projects and identify and/or support funding opportunities relating to facilities and organisational infrastructure.

Finance, income & resources

- Support effective budgeting, financial administration and operational reporting.
- Oversee Front of House culture and income targets, including sales and corporate rentals.
- Monitor operational expenditure and work with the Director and relevant team members on financial planning and resource management.

People & policies

- Manage relevant HR projects and support effective staff management.
- Contribute to the development, implementation and review of organisational policies and procedures.
- Help foster a collaborative, respectful and supportive working environment.

Governance & Board support

- Support the Director and RHA Council (Board of Directors) on governance matters and Council activities.
- Coordinate and minute meetings and maintain appropriate governance records.
- Support the preparation of reports and documentation for RHA Council and other organisational purposes.

Organisational & programme support

- Work collaboratively with the Director and wider team across organisational projects and programming.
- Provide administrative and project support for grant-writing, funding research and applications where required.
- Support proofreading/editing and publication management where necessary.
- Contribute to projects that advance the RHA's vision, mission and organisational targets.



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Who we are looking for

The successful candidate will be an experienced operations professional who combines excellent organisational and interpersonal skills with sound judgement and a practical, proactive approach.

You will be comfortable working across multiple areas of responsibility, managing competing priorities and responding calmly and constructively to changing needs.

You will also bring an understanding of, and empathy for, the working practices and needs of artists and creatives, and an appreciation of the particular opportunities and challenges of working within an arts and cultural organisation.

You will be someone who:

- takes ownership and follows things through;
- can work autonomously while collaborating closely with colleagues and management;
- has strong problem-solving and project management skills;
- communicates clearly and confidently with a wide range of people;
- is highly organised and attentive to detail;
- handles sensitive information with discretion and confidentiality;
- approaches people and situations with empathy and professionalism;
- is comfortable working in a dynamic, creative environment; and
- is committed to the RHA's vision, mission, programmes and ambitions.

Requirements & qualifications

- Relevant degree in Accounting, Finance, Business or a related field; or a degree in Arts Administration, Museum Studies or another relevant/transferable field combined with clear training and experience in financial and office administration.
- Minimum 3 years' experience in office operations, operations management or a related field.
- Relevant experience managing or supervising a team, ideally within a non-profit organisation.
- Proven experience in facilities management.
- Demonstrated ability to oversee operational systems, record keeping, filing, reporting and follow-up.
- Proficiency with Google Workspace and Microsoft Office, as well as internal communications and administrative systems.
- Strong organisational and attention-to-detail skills.
- Excellent interpersonal, written and verbal communication skills.
- Effective project management skills and the ability to manage multiple priorities.



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- Demonstrated discretion, empathy, autonomy and confidentiality.
- Experience in the arts, culture, heritage or non-profit sectors is an asset.
- Experience working with artists and creatives is an asset.

Why join the RHA?

This is an opportunity to play a central role in the operation and development of an established arts organisation, working alongside Academicians, colleagues, artists, patrons, sponsors and audiences.

The Head of Operations will have the opportunity to make a meaningful contribution not only to the smooth running of the RHA, but to the systems, structures and working environment that enable its artistic and organisational ambitions.

Equity, diversity & inclusion

The RHA is committed to equity and welcomes diversity. We hire based on merit and encourage applications from all qualified candidates, including individuals who identify as BIPOC, 2SLGBTQIA+, people with disabilities and others from historically marginalised groups.

How to apply

Interested applicants should email **one PDF or Word document** containing:

- a one-page cover letter;
- a concise CV; and
- three references.

Please send applications to rebecca@rhagallery.ie with the subject line:

Posting: Head of Operations

Applications will be reviewed on a rolling basis until **18th October, 2026**. Early applications are encouraged.

We thank all applicants for their interest. Please note that only shortlisted applicants will be contacted.



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