RHA
ROYAL HIBERNIAN
ACADEMY of ARTS
Acadamh Ibeirneach Ríoga na nEalaíon

Operations Manager (Full-time)

The RHA is looking to appoint a proactive and exceptionally well-organised Operations Manager to oversee its daily activities, support the effective running of the organisation and enable its artistic, public and organisational goals to flourish.

- Job Title: Operations Manager
- 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 per annum, depending on experience
- Term: 3 - year fixed contract with option for extension

About the role

The Operations Manager is central to the effective running of the Academy, overseeing day-to-day operations and ensuring that the organisation has the structures, systems and administrative support it needs to thrive. They play a key role in supporting income-generation targets, strengthening organisational processes and ensuring the smooth coordination of activity across the team.

Working closely with the Director, they provide essential support for the Academy's leadership and governance, helping to ensure strong organisational oversight. They are a collaborative presence across the organisation, contributing to projects, programmes and wider organisational priorities.

In partnership with the Lead Technician, they also oversee the effective management of the building, ensuring it remains safe, compliant and well maintained. This includes anticipating future risks and planning for maintenance, improvements and upgrades, so that the building continues to serve the Academy's ambitions.

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Key responsibilities

Facilities & Asset Stewardship

- Works with the Lead Technician on regular building maintenance, service contractors (cleaning, security, waste), utilities, and supports any capital building projects with direction from the Director.

Health, Safety & Compliance

- Serve as the designated Health & Safety Officer. Oversee and manage risk assessments, fire safety logs, accessibility standards, and insurance documentation with support from the Lead Technician.

HR Administration

- With occasional support from an external HR contractor, oversight from the Director, and support from the Head of Finance, manage the practical side of HR, e.g issuing standard contracts (approved by the Board/Director), maintaining personnel files, managing annual leave trackers, and updating staff handbooks for annual review.

Commercial Hires & Venue Management

- With support from the Development Officer and FOH team, oversee the operational logistics for corporate venue rentals, liaising with clients, on-site setup, security, and scheduling to support earned income streams, as well as overseeing.

Governance & Board Support

- With oversight from the Director, act as the primary administrative link to the Council (Board of Directors). Coordinate all Board, Assembly and committee meetings, compile and distribute board packs, take official minutes, and maintain governance records. Maintain/update Council and Academician handbooks for Annual review.

Office Administration & Systems

- Maintain central databases, organisational archives, IT infrastructure, general office supplies, and main inbox communications, and provide overall support to the team on all aspects of programme and activities.

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.
- 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.

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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 Operations Manager 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: Operations Manager

Applications will be reviewed on a rolling basis until **11.59pm 6th, December 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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