



We are looking for a warm, effective, and creative person to be General Manager of The Tara Building; a coworking, events and community hub on Tara Street in Dublin's city centre.

If you love collaborating with people, communicating with clarity and respect, and using your own initiative to drive creative ideas and projects forward successfully, we'd love to hear from you.

Job Title: General Manager, The Tara Building

Reporting to: Luke Keily (Co-founder, COO)

Working with: Front of House, caretaker, members, creative partners and freelance collaborators, suppliers, accounts.

Location: The Tara Building, 11-15 Tara Street, Dublin 2

Days: Standard Office Hours Monday – Friday 9am-5pm. Should events require evening/weekend work (by prior agreement) time can be claimed back through TOIL system

Salary: €40-€45k, based on strength and experience of candidate

Benefits: 26 days annual leave, some flexibility to work from home, free access to all Tara Building events and classes, Cycle to Work Scheme, career mentoring and CPD opportunities, Taxsaver Commuter Ticket Scheme, Pension Scheme

Contract Type: Permanent FT contract. Probation period of 6 months

The Tara Building – Who We Are

The Tara Building is a creative community in Dublin city centre. Our workspaces and events offer people space and support to create, collaborate, and grow.

Our building houses coworking, serviced offices, meeting rooms, event spaces, and a beautiful roof garden – but most importantly, we are a home to a community of curious, creative, and passionate people.

At The Tara Building, we believe passionately in the power of creativity and community to make a positive impact for people, society, and the planet, and have plans to increase that impact. Our new GM will join the team at an exciting and important time.

We are currently growing our membership and developing a thriving events programme that caters for both our members and the wider public.

We are dedicated to supporting creativity in the city. Our ideal General Manager will be committed to that cause and willing to drive positive change.

The Opportunity – Role & Purpose

As General Manager, you will be responsible for the day-to-day running of the coworking, offices, and event spaces. Working closely with Front of House, you will ensure members' practical needs are met (wifi, refreshments, a clean and well-organised workplace, to name the basics) while also driving a positive and welcoming culture; nurturing the community, and building strong relationships with internal and external stakeholders.

You will be the driving force in creating a lively events programme, including both private events for our members and public events that align with our values and strategic goals. You will also be responsible for managing the business: managing monthly revenue and overheads, increasing member numbers, and coordinating marketing strategies to grow the business.

You will be motivated, flexible, and collaborative. We want a creative leader who can bring a community with you, with an eye on our double bottom line of business and social impact.

Key Responsibilities & Duties

Community

- Support the in-house community, ensuring members' needs are met with excellent hospitality and top-quality facilities
- Develop internal communications and increase opportunities for collaboration and connection among members
- Create and sustain positive relationships with local business and community partners

Venue & Events

- Develop and coordinate and excellent event programmes for members and the public
- Oversee safe management of our beautiful spaces
- Lead small event teams to include technicians, interns and event managers
- Strengthen systems for our hire and event management activities

Business

- Input to and deliver annual business plans
- Co-create and coordinate marketing plan
- Monitor, track and report KPIs
- Manage invoices and payments, monthly and annual budgets, and ensure up to date recording of finances

Skills, Knowledge and Experience

Here's what we *really* want:

- A positive, solution-focused mindset
- Motivation and enthusiasm
- A strong sense of initiative and drive
- Excellent communication skills
- A team player and a compassionate leader
- Good organisation skills and attention to detail

Bonus points for:

- A track record in event management
- Experience in marketing, strategy, and/or communications

How to Apply

Please send a C.V. and a cover letter explaining why you feel like you're a good fit for The Tara Building to hr@thetarabuilding.com. We are open to creative ways to show us that you are the right fit! Applications will close on January 21st, 2022.

To help us get to know you better, the interview process will include a quick mental agility test, a McQuaig personality test as well as a practical task.

We can't wait to hear from you!