



Outhouse
LGBTQ+ CENTRE

JOB DESCRIPTION: CULTURAL PROGRAMME & EVENTS MANAGER

Hours:	Part-time, 21hrs per week
Reporting To:	Deputy CEO - Operations and Development Manager (or Designee)
Direct Reports:	-
Supported By:	Hospitality Services Manager; Fundraising, Marketing, and Communications Manager; Bookings and Venue Coordinator
Salary:	€50,000 per annum, pro rata
Location:	On-site at Outhouse LGBTQ+ Centre, eligible for occasional remote work
Term:	Specific-purpose contract, renewable, subject to performance and funding.
Apply By:	Submit a completed application form by email to vacancies@outhouse.ie by 11:59pm, Sunday 10th May 2026 .

Jump to section:

- [Overview](#)
- [Staff Benefits](#)
- [Key Responsibilities and Duties](#)
- [Functional Competencies](#)
- [Behavioural Competencies](#)
- [Key Relationships](#)
- [Overview of Practical Arrangements](#)
- [Other Important Information](#)
- [Submitting an Application](#)

Overview

Founded in 1997, Outhouse LGBTQ+ Centre is a vibrant and safe space for LGBTQ+ people, communities, and organisations that is inclusive of the diversity within our communities.

Outhouse is dedicated to supporting the people, spaces, and issues important to the LGBTQ+ communities.

Our vision is a future where LGBTQ+ people are safe, seen, and celebrated.

Our mission is to improve the quality of life for LGBTQ+ people by providing a safe space to find:

- **Connection** - discovering themselves, their people, place, and passions.
- **Community Support** - accessing information, programmes, and services.
- **Culture** - experiencing creativity, heritage, discovery, and fun.
- **Campaigns** - being part of a strong, credible, and trusted voice for LGBTQ+ communities.

In all our work, we are guided by the [values](#) of trust, respect, joy, inclusivity, and impact and grounded by our commitments to [equity](#) and [intersectionality](#).

This exciting role leads the cultural and event programme of Outhouse LGBTQ+ Centre. The successful candidate will design and deliver a year-round programme of events that bring people together, reflect the diversity of the community, and create moments of connection, expression, and queer joy.

You will play a central role in shaping Outhouse as a place people come to experience, not just access. Through events, exhibitions, and creative programming, you will deliver on the organisation's culture goals as set out in [Space for All](#), and support our wider mission to create a world where LGBTQ+ people are safe, seen, and celebrated.

This is a chance to join Ireland's largest LGBTQ+ support and advocacy organisation at a key moment of growth. You will help shape the next phase of our work by building a cultural, events, and arts programme that responds to the needs, interests, and lived experiences of LGBTQ+ people across the greater Dublin region.

At a time when third spaces and arts spaces are under pressure and opportunities for expression are shrinking, Outhouse is choosing to invest. We believe culture is essential to how people connect, express identity, and

experience joy. This role will lead that response, working with our team and partners to deliver a programme that is inclusive, ambitious, and grounded in community.

Outhouse holds two important cultural assets: Ireland's queer library and a dedicated theatre space. There is strong potential to further grow and activate these spaces. You will help unlock that potential, while navigating the realities of a busy, multi-use centre where demand for space is high, and priorities must be balanced.

This role will suit someone who is both creative and organised. You bring ideas and follow them through. You can plan, deliver, and adapt. You are motivated by arts and culture, and by the role they play in people's lives. You care about the LGBTQ+ community and want your work to have impact.

You will be joining a team that is building as it goes. This means change, a fast pace, and problem-solving are part of the job. In return, you will have the opportunity to shape something meaningful, test new ideas, and help create a cultural, events, and arts programme that reflects the needs, hopes, and aspirations of the community it serves.

Staff Benefits

Outhouse provides staff members with various benefits and supports that increase the team's financial security, health, and well-being. Supporting staff to continue their professional development and maintain a healthy work-life balance is central to our way of working. Some of these discretionary benefits and supports include:

- Paid time off, including 23 holiday days (pro rata), and following successful completion of probation, access to our discretionary sick leave, parental leave, and bereavement leave schemes.
- Educational Assistance Programmes (including paid study/ exam leave and an educational fund towards the cost of fees for study related to your role and responsibilities).
- An Employee Assistance Programme (EAP) covering you and your loved ones 24/7, 365 days per year.
- Family flexible working hours.
- Tax saver tickets and a cycle-to-work scheme.
- Staff coaching and mentoring programmes.

- Staff training and development opportunities.
- Staff wellness programmes.
- A matched 5% employer pension contribution to your PRSA, commencing on completing your probationary period.

Key Responsibilities and Duties

Events Programme Design

- Working within a modest budget, develop a clear, year-round events programme
- Curate a mix of:
 - cultural events
 - creative workshops
 - exhibitions
 - community-led experiences
- Ensure programming reflects the diversity of intersecting LGBTQ+ identities and experiences.

Flagship & Cultural Events Delivery

- Lead planning and delivery of flagship moments; Dublin Pride, Culture Night, LGBTQ+ History Month, Bealtaine, Dublin Festival of History, LGBT History Month, Lesbian Visibility Week, Open House Dublin, Transgender Awareness Week, World AIDS Day, and others.
- Building these, and others, into repeatable, high-quality annual events

Creative Development & Partnerships

- Work with artists, facilitators, and community groups
- Commission or co-create new work and experiences
- Build partnerships with cultural institutions and LGBTQ+ creatives
- Support the development of exhibitions and creative showcases that centre LGBTQ+ people and experiences

Audience Growth & Engagement

- Design events and cultural programming that increase footfall and participation
- Reach underrepresented groups within the LGBTQ+ community
- Create pathways for people to return and stay engaged with the centre and their community
- Gather feedback and adapt programming in response

Event Delivery & Experience

- Oversee planning and delivery of events on-site and at other selected locations
- Coordinate logistics, staffing, and suppliers
- Ensure events feel welcoming, inclusive, safe, and well-run
- Work with front-of-house and café teams to deliver a joined-up experience for our patrons

Planning & Performance

- Develop and manage an annual events and cultural programming calendar
- Track attendance, engagement, and outcomes
- Regularly report on performance and learning
- Test new ideas and formats

Cross-Team Collaboration

- Work with the Deputy CEO, Operations and Development Manager to manage resources and strategic direction.
- Work with the marketing team to promote events and cultural programming
- Align with programmes and services to support community needs
- Coordinate with the Bookings and Venue Coordinator where relevant
- Contribute to a shared high-impact culture across the organisation

Funding, Grants & Resource Development

- Work with the Fundraising, Marketing, and Communications Manager to support the development of funding proposals for cultural and events programming
- Identify and pursue grant opportunities, particularly within arts and cultural funding streams (e.g. Arts Council and related bodies)
- Build and maintain relationships with key funders, partners, and stakeholders in the arts and cultural sector
- Contribute to securing resources that enable the growth and sustainability of the cultural, events, and arts programming of the centre
- Support reporting and evaluation requirements linked to funded programmes

Technical & Production Support

- Coordinate technical setup for events
- Manage equipment, audiovisual needs, contractors, and suppliers

Note

This job description is not a definitive list of tasks; instead, it is designed to give an overview of the role. It is envisaged that the post-holder will use their own initiative and develop the role under guidance to achieve the organisation's aims. It should be noted that the organisation is dynamic and fast-paced and that it may be necessary to step beyond the areas outlined to support others from time to time.

Success in the Role

After 6–12 months, you will have:

- Delivered a clear and visible cultural programme
- Increased footfall and participation, with clear contribution to income through ticket sales and café purchases
- Established strong creative partnerships
- Delivered high-quality flagship events
- Introduced new formats that people actively seek out

Functional Competencies

Essential

- 4+ years in events, arts, or cultural programming
- Experience in designing and delivering a strong cultural and events programme.
- Strong project management and coordination skills
- Ability to work with a diverse range of artists, communities, and partners
- Solid financial understanding (pricing, revenue tracking, cost control)

Desirable

- Experience in LGBTQ+ or community-based settings
- Experience in community arts or social enterprise settings
- Experience in applying for funding, particularly the Arts Council
- Familiarity with ticketing platforms, CRM tools, and AV systems
- Experience in coaching or supervision of temporary event staff/volunteers
- Understanding of inclusive and accessible event design

Behavioural Competencies

Project Management

Applies disciplines of planning, organising, and managing resources to bring about the successful completion of a specific project; applies a project management approach to the delivery of activities and plans.

- Ensures each project has clear terms of reference/ project scope to ensure absolute clarity on expectations.
- Sets priorities for their team with an appropriate sense of what is most essential and plans with an appropriate and realistic sense of the time demand involved.
- Coaches and supports colleagues in navigating issues and potential solutions during projects.

Person-Centered

Demonstrates eagerness to understand patrons' needs. Views the patron as central to the delivery of everyday service through consistent understanding, tolerance, care, support and empathy while promoting empowerment, independence, and choice.

- Ensures services and service developments are patron-centric.
- Plans ahead to meet the needs of patrons as part of the resource/ business planning process.
- Acts as a role model to the team in developing a patron-centric model across the team.
- Takes responsibility for ensuring that improvements are actioned and have the desired effect.
- Manages stakeholders' expectations, being realistic about the potential outcome - balances stakeholder needs with organisational needs.

Commitment to Quality, Safety, and Risk Management

The ability to focus on understanding stakeholder's needs and expectations and to respond effectively and efficiently to them. Has a good knowledge of and is committed to offer a quality service through the achievement of goals, accreditation standards, other organisation/ department standards and risk management frameworks and guidelines.

- Ensures services and service developments have integrated accreditation and risk management requirements.
- Leads out on accreditation and risk management processes as required.
- Acts as a role model for accreditation, quality improvement, and risk management.

Resource Management

Manages and utilises the organisation's resources most effectively to maximise the value for money proposition and to identify cost savings where possible.

- Demonstrates a commitment to the value for money proposition.
- Makes decisions based on a considered approach to the management of resources.
- Effectively manages and allocates resources within their control.
- Creates a value-for-money-based culture within their team.

Results Driven and Accountable

Focuses on delivering results; always concerned with achieving or surpassing goals and/or recognised standards of performance.

- Focuses on the result, prepared to make tough decisions to achieve the result.
- Plans ahead for changing circumstances, and eliminates roadblocks to work plans to get things done.
- Acts as a role model to exceed or meet goals/ standards of performance set by others.

Our Sector

Knows the sector in which Outhouse operates and the organisations, stakeholders and competitors that occupy the space; has a perspective on the "big picture" of the sector, including Outhouse's position within it.

- Identifies and contributes to the debate on challenges related to services within their sector and how these could impact Outhouse and its work.
- Identifies challenges and opportunities related to the sector and how these impact Outhouse and its stakeholders.
- Has specialist knowledge that can inform organisational developments and guidance given to stakeholders.

Key Relationships

Internal	External
Deputy CEO - Operations and Development Manager Front of House Team Hospitality and Services Manager Fundraising, Marketing, and Communications Manager Booking and Venue Coordinator Volunteers	LGBTQ+ Community Members Organisations and Groups The Arts Council / Other Funders

Overview of Practical Arrangements

Hours and place of work

Part-time, 21 hours per week on average. Hours will be spread across the week depending on demand and business requirements. Furthermore, hours may be banked to maximise on-site impact (i.e., working five days before Culture Night and one day the following week).

Weekend and bank holiday working will be occasionally required to facilitate business needs. The nature of the organisation's operations requires significant flexibility in work hours for this post holder.

Holidays

In addition to the usual public holidays, the annual leave for this position is 23 days per annum (pro rata).

The Protection & Safeguarding of Children and Vulnerable Adults

Outhouse has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to follow this policy at all times.

Confidentiality

Due to the nature of our work, the post holder will often be a party to highly confidential and personal matters – they must, therefore, be committed and able to maintain the very highest standards of confidentiality at all times.

Outhouse is an Equal Opportunities Employer

We are committed to an inclusive and diverse organisation. We do not discriminate based on race, ethnicity, colour, class, ancestry, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, anti-body status, marital status, membership of the Roma or travelling community, or any other legally protected status.

Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you apply for a role with Outhouse, we create several paper and digital records in your name. Information submitted with a job/ volunteering application is used to process and assess your application. Where the services of a third party are used in processing your application, it may be required to provide them with information. However, all necessary precautions will be taken to ensure the security of your data. To access your data, please submit a request by email to privacy@outhouse.ie, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Our [data protection policy](#) sets out information about a candidate's data held by Outhouse.

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the competition's eligibility requirements, if the numbers applying for the post are such that it would not be practical to interview everyone, Outhouse may decide that a smaller number will be called to the next stage of the selection process.

In this respect, Outhouse provides for the use of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, but rather that some candidates, based on their application, appear to be better qualified or have more relevant experience. An expert panel will examine the application forms against agreed shortlisting criteria based on the position's requirements. The shortlisting criteria may include both the essential and desirable criteria for the post. It is, therefore in your interest to provide a detailed and accurate account of your qualifications and experience.

Other Important Information

Outhouse will not be responsible for refunding any expenses incurred by candidates.

Should the person recommended for appointment decline or, having accepted it, relinquish it, or if an additional vacancy arises, we may, at our discretion, select and recommend another person for appointment on the results of this selection process. A panel may be formed from which future vacancies may be filled.

Once a candidate has accepted an offer of appointment, their name will be removed from the panel, and no future offers of appointment will be made.

Submitting an Application

Please submit a completed [application form](#) before the **deadline for application on Sunday 10th May at 11.59pm**

Applications should be submitted by email to vacancies@outhouse.ie

We will inform candidates who have been successfully shortlisted in the following weeks. We regret that it is impossible to provide individualised feedback to applicants who have not been shortlisted for an interview. Please

do not call or email seeking feedback. Feedback is available for all candidates who attend an interview.

Interviews are provisionally scheduled to occur the week commencing 24 February 2025 at Outhouse, 105 Capel Street, Dublin 1, D01 R290 ([map](#)); if you cannot attend the interview on any days that week, please state so clearly on your application form.

Candidates should note that canvassing will disqualify them.