



Vacancy – Manager of National Talent Academy for VFX

Cultural & Creative Industries Skillnet (CCIS) was established in January 2023 as a consolidation and expansion of three existing and established Skillnet Business Networks (Animation Skillnet, Screen Skillnet and Immersive Technologies Skillnet) to support skills and talent development within the following cultural and creative sectors: Animation, Visual Effects, Games, Film, TV, Documentary, Post-Production, Immersive Technologies, AR/VR, Virtual Production, Digital Media, Entertainment Events, Music, Performing Arts and Visual Arts. Cultural & Creative Industries Skillnet is co-funded by Skillnet Ireland and network companies. Skillnet Ireland is funded from the National Training Fund through the Department of Further and Higher Education, Research, Innovation and Science.

Fís Éireann/Screen Ireland, the development agency for the Irish film, television and animation industry, has appointed CCIS as the lead organisation to manage the establishment of the National Talent Academy for VFX, to develop talent and address skills needs within the VFX sector, and add to the existing National Talent Academy network.

CCIS now wishes to engage a Manager to lead on the roll out of the National Talent Academy for VFX.

Role

Reporting directly to the Network Manager of CCIS, this role involves managing and overseeing the establishment of a new National Talent Academy for VFX (an initiative of Screen Ireland) on behalf of CCIS. The candidate will be responsible for the day-to-day management of the National Talent Academy for VFX, including the roll out of a range of skills and talent development activities to support access and progression opportunities for those working or seeking work in the VFX and related sectors, as well as to address sectoral skills gaps, with the ultimate aim of supporting the successful and sustainable growth of the VFX sector in Ireland.

Key Responsibilities

- Manage and oversee the roll out of the new National Talent Academy for VFX (a Screen Ireland initiative) on behalf of CCIS.
- Engage with all the various stakeholders in the VFX and related sectors and carry out skills gap analysis for the sector on an ongoing basis.
- Design and implement industry relevant skills development initiatives to address skills gaps and future skills needs of the VFX, VP and related sectors. Skills

development initiatives can include direct course provision, events, mentoring, shadowing, research, placements and structured on-the-job learning.

- Identify key industry tutors/experts in the VFX and related areas to support with programme development and delivery.
- Work closely and maintain a high level of communication with the Network Manager of CCIS, other CCIS Skills and Talent Development Managers and the CCIS Operations Executive to achieve the objectives of the National Talent Academy for VFX as well as the wider objectives of CCIS.
- Maintain a high level of communication and develop a positive working relationship with Screen Ireland and the other National Talent Academies – ensuring a collaborative and coordinated approach overall.
- Build positive relationships and develop new certified programmes with education/training providers linked to the VFX and related sectors.
- Promote skills development initiatives between third level and industry and work with the CCIS Network Manager and other Skills and Talent Development Managers to design bridging programmes and paid placements for recent graduates.
- Attend and participate in industry events in Ireland and internationally to promote training and education opportunities in the VFX and related sectors.
- Build relationships with International organisations to promote the Irish VFX and related sectors and encourage business opportunities.
- Organise networking events to support the VFX and related sectors.
- Work towards successfully achieving target KPIs for the National Talent Academy for VFX and complete any required reporting for Screen Ireland and CCIS. Monitor the ongoing quality of training programmes and contribute to ongoing enhancement.
- Ensure compliance with designated procurement processes to satisfy annual audit and compliance requirements.
- Oversee the organisation and co-ordination of Steering Group and Consortium Group meetings for the National Talent Academy for VFX to include, sharing of agenda & reminders with Steering Group members, completion and circulation of Minutes etc.
- Assist the CCIS Network Manager and Operations Executive with financial management aspects of the National Talent Academy for VFX including processing quotes, invoices, receipts and preparing documents for end of year financial reporting, audit and compliance visits.
- Support and contribute to the National Talent Academies website, the Cultural & Creative Industries Skillnet Website and Social Media accounts.
- Gather participant feedback to evaluate effectiveness and impact to inform future programme and curriculum development.
- Support the Operations Executive to carry out Data Entry tasks in relation to training courses and feedback forms (where required).
- Support with the completion of Funding Applications, and spearhead Curriculum Development and Certification/Validation of new VFX related Programmes.
- Promote the use of the new Screen Ireland national Crew Database.
- Promote careers, opportunities, and access routes into VFX with a particular focus on diversity and inclusion.

- Gather data, information, and resources, such as case study videos and photographs to support the work of the National Talent Academies in attracting the next generation to the sector.
- This list is not exhaustive and might be complemented by reasonable and related additional tasks.

Key Skills & Requirements

The candidate will need:

- 2+ years of experience of working either in the VFX or a related sector OR 2+ years of experience working in the area of skills development and education/training.
- Project and/or event management skills: self-starter with good project and time-management skills working to deadlines as well as a strong track record of successful project delivery.
- Coordination skills: experience of working on and delivering successful projects or training courses or events.
- Communication: excellent communication and interpersonal skills necessary together with ability to work as part of a fast-paced team who can contribute to a dynamic and innovative working environment.
- Ability to manage multiple projects simultaneously.
- A forward thinker and ideas generator.
- Strong attention to detail.
- Ability to work without supervision.
- Proficiency with Microsoft 365 Programs.
- Strong organization, record keeping and reporting skills.
- Online/virtual platform experience (for example MS TEAMS) preferred.
- A relevant third level qualification is desirable.

Application Process

Interested applicants are invited to forward a detailed CV that highlights relevant experience and a cover letter in strict confidence to creativeskillnet@furthr.ie by COB on Tuesday 19th March 2024 with the subject line: VFX Academy Vacancy.

Shortlisted candidates will be invited to interview for the role in March.

This position will be offered on a 9 month contract (April 2024-December 2024) with the possibility of extension of the contract for a further 12 months in 2025, and will consist of 4 days per week, up to 120 hours per month, 7.5 hours per day subject to the workload demands of the National Talent Academy for VFX and CCIS.

Standard monthly contractor rate on offer (please enquire directly on this).

The successful candidate will not be exclusive to CCIS but will be required to abide by the CCIS Code of Conduct and Conflicts of Interest policy. This position is based in Dublin, though some occasional travel may be required.

The work location is flexible with office based in Dublin 8, working from home and some business travel.

CCIS offers an inclusive and progressive working environment.