



Post:	Programme Assistant (1 position)
Contract:	Seasonal. 26 weeks (02 May - 29 October 2021)
Hours:	Usually office hours 10am – 6pm, Monday – Friday, including lunch, with flexibility at evenings and weekends during 3-week festival period, 30 September – 17 October.
Remuneration:	€30,000 per annum pro rata
Reporting to:	Director of Programme and Production
Location:	Festival House, 12 Essex Street East, Temple Bar, Dublin 2

Background

Established in 1957, Dublin Theatre Festival is an annual event that brings together artists, theatre-makers and audiences from across Ireland and around the world. At the heart of the festival is Dublin – its people and its stories – and a commitment to contributing to the vibrant social and cultural landscape of our capital.

Throughout the 18-day festival performances take place in venues and locations across Dublin. Our programme incorporates theatre, music, dance and family events as well as artist talks, public discussions and artist development programmes. We present classic plays by celebrated companies and artists alongside work by exciting, emerging theatre-makers from home and abroad. The spirit of the festival lies in the people who engage with us and we aim to create rewarding experiences for the time we spend together.

Purpose and Scope of the Post

Dublin Theatre Festival seek a Programme Assistant to support the Festival's Programme and Production function/area.

Duties and Responsibilities

- Assist the Director of Programme and Production in the delivery of the festival programme.
- Provide administrative support to the Director of Programme and Production.
- Assist with budget management and financial reporting.
- Coordinate logistics of any international participants in the festival programme including immigration requirements, travel and accommodation.
- Artist Liaison with Irish and any international participants in the festival programme
- Liaison with Festival team members and departments.

Person Specification

The key qualities sought are:

Essential skills and experience:

- Minimum of 3 years' experience in arts/event management.
- Experience in theatre producing or company/stage management.
- Experience in finance management and reporting.
- Fluent English with excellent communication skills.
- Excellent organisational and administrative skills.
- Proficiency in Microsoft Office including Excel.

Programme Assistant

Desirable skills and experience:

- Interest in the performing arts.
- Relevant third level qualification or equivalent.
- Knowledge of the Irish performing arts sector.
- Knowledge of the International performing arts sector.
- Knowledge and experience of relational database software.
- Full Driving Licence for a minimum of 2 years.

Personal qualities

The key qualities sought are:

- Resourceful self-starter with the ability to work on own initiative
- Attention to detail
- Ability to work in a flexible and collaborative manner within a small, busy team
- Ability to manage several projects/tasks simultaneously
- Ability to work in a busy and fast changing environment
- Flexibility regarding work schedule

Type of Contract

Seasonal and temporary. 26 weeks (02 May - 29 October 2021)

Remuneration

The salary for this post is €30,000 per annum pro rata

Leave

Statutory holiday entitlements apply. Leave to be agreed with Line Manager in advance.

Probation

A probation period of four weeks will apply from the start of the contract.

Location

Festival House, 12 Essex Street East, Temple Bar, Dublin 2. Remote working will apply according to prevailing Covid-19 restrictions.

Application Process

Applicants are invited to submit:

- A detailed Curriculum Vitae outlining all relevant experience
- A letter of application indicating why you are interested in the role
- Contact details for two professional referees

Submissions

Applications will be accepted by email only and should be submitted to recruitment@dublintheatrefestival.ie

Closing Date

The closing date for receipt of all applications is 5pm on Tuesday 06 April.

Interviews

Interviews will be held online on 14 April. Applicants selected for interview will be expected to make themselves available on this date.

Confidentiality

The festival acknowledges applicants' need for privacy and will take all necessary steps to ensure all applications and interviews are handled confidentially.

Programme Assistant

Dublin Theatre Festival is an equal opportunity employer and welcomes applications from all sections of the community. Dublin Theatre Festival is funded by the Arts Council.