

Festival Administrator

Post: Festival Administrator
Reporting to: General Manager
Location: Festival House, 12 Essex Street East, Temple Bar, Dublin 2, DO2 EH42.

Dublin Theatre Festival

We bring world-class theatre to Dublin, support artists in creating outstanding work and provide a platform to showcase the best of Irish theatre to the world.

At the heart of the festival is the city of Dublin – its people and its stories – and a commitment to contributing to the vibrant social and cultural life of our capital. Our mission is to present a programme of exceptional theatrical experiences that will appeal to the diverse communities and visitors that make up our city.

We have a rich history, with much to celebrate, but we are most excited about what is yet to come. In the future, we want to see more people participating in culture and more artists creating bold new work that challenges and inspires.

Dublin Theatre Festival 2022 runs from September 29 –October 16.

Dublin Theatre Festival is principally funded by the Arts Council.

Position Profile

This administrative role is responsible for financial administration, daily running of the Festival offices, general administration and supervision of seasonal staff during the festival season. They are one of the core team, working year round and they work closely with the General Manager (GM). The Administrator is a key role within the whole organisation, ensuring the smooth running of the offices and finances.

We're looking for a process-orientated individual who is looking to build on their experience and gain an insight into company and festival management in one of the biggest festivals in Ireland.

Duties and Responsibilities

Finance

- Daily financial administration: bookkeeping, with particular emphasis on accounts payable
- Responsible for maintaining all financial records and accounts
- Banking: payment processing, updating bank mandates
- Cash management: box office cash reconciliations/petty cash/floats/production cash
- Supports the GM in all aspects of finance including financial returns to funding agencies
- In conjunction with GM, monitors revenues and expenditures

Festival Programme

Assists the GM with the:

- Preparation of contracts for companies and venues
- Preparation of settlements, including calculation of royalty payments, contra and other financial arrangements with companies, venues and any other parties at the close of the festival
- Confirms and ensures timely payment schedules with companies and venues

Seasonal Staff Management

- Assists the General Manager with recruitment of seasonal staff
- Ensures recruitment, interview and induction procedures are standardised across all seasonal roles
- Undertakes first day induction with all seasonal roles
- Supervision and training of seasonal administrative team (Office Assistant, Runner and Volunteers Coordinator, Interns)
- Sets and maintains a highly professional attitude towards delivering the festival for all members of the seasonal team

Administration/Communications

- Manages relationships and contracts with all suppliers, including building and security contractors
- Maintenance of office communications systems: liaison with phone, and IT system support companies according to the needs of the festival and ongoing updating of IT, administrative and staff operational manuals
- Maintains a pro-active liaison between departments
- Monitoring of the GDPR compliance of the organisation

Festival Offices

- Maintenance and security of Festival House: ensuring the premises are clean, tidy and that all fixtures and fittings are maintained
 - Reception duties: outside festival time being the first point of contact for all enquiries and visitors
 - Office management: managing stationery and building supplies
 - Management of physical and digital filing including yearly archiving
 - Management of shared costs with Festival House partners
 - Maintaining Festival policy of Environmental Awareness, ensuring energy efficiency in the building and promoting continuous recycling
- General
- Other duties and responsibilities as agreed with the General Manager

Essential skills and experience

- Minimum 1 years' experience in a similar role
- Good financial and bookkeeping skills including basic budget management
- Good planning, organisational and administrative skills, including attention to detail
- A proven ability to schedule and prioritise multiple tasks, competing demands and tight deadlines while maintaining high standards and good working relationships
- Good IT skills and an understanding of IT systems
- Good communication and interpersonal skills
- Ability to work in a constantly busy office environment

Desirable

- Experience in arts management, funding applications and reporting
- Interest in the arts

Salary

€30,000 to €34,000 per annum, depending on experience

Hours of Work

The post is full-time, year-round, 40 hours per week. During the 3 week Festival period, the Festival Administrator may be required to work outside these hours, including evenings and weekends.

Application Process

Applicants are invited to submit the following by email to Eve Lalor, General Manager at eve@dublintheatrefestival.ie:

- A cover letter outlining how you meet the person specification detailing the qualities and experience you will bring to the role
- A CV, including contact details for two professional referees

Closing Date

The closing date for receipt of all applications is 12.00 on Friday 8 July.

Interviews

Interviews will be held on Tuesday 12 July. Applicants selected for interview will be expected to make themselves available on this date. Immediate start preferable but not essential.

Confidentiality

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

Further information

Enquiries in strictest confidence to Eve Lalor, General Manager by e-mail at eve@dublintheatrefestival.ie

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.