



General Manager Candidate Information Booklet
2023

Dublin Theatre Festival is seeking applications from suitably qualified candidates to fill the post of General Manager. This is a full-time position.

Job Title

General Manager

Location

The General Manager will be based at Festival House, 12 Essex Street East, D02 EH42 – or any other location as may be designated from time to time by the Artistic Director. Dublin Theatre Festival operates a hybrid working policy, with changing requirements in high and low season.

Reporting to

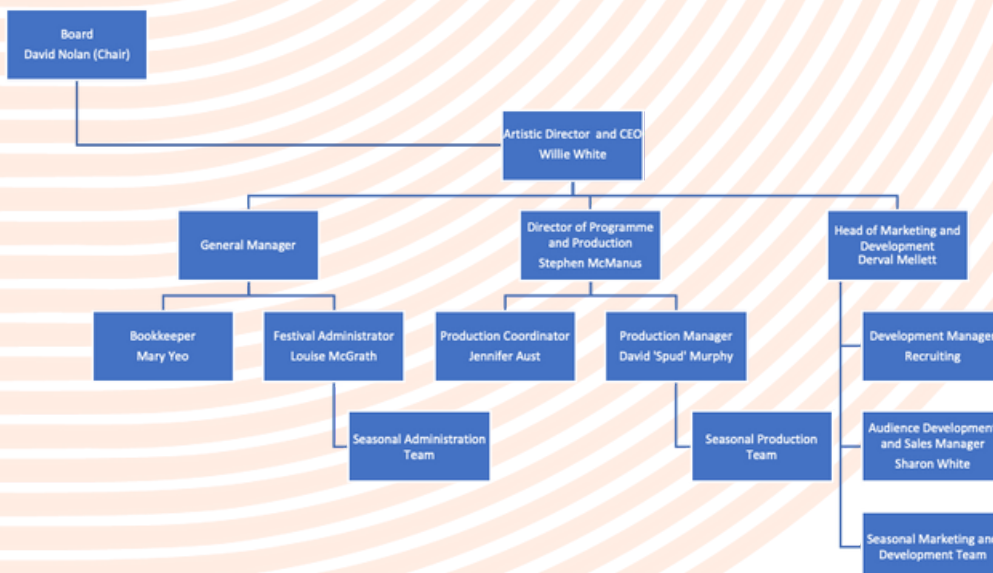
The General Manager reports to the Artistic Director who is also Chief Executive.

Background

Established in 1957, Dublin Theatre Festival (DTF) brings world class performances to Dublin, supports artists in creating outstanding work and provides a platform to showcase the best of Irish theatre to the world. At the heart of the festival is the city – its people and its stories – and a commitment to the vibrant social and cultural life of Ireland’s capital. Our mission is to present a programme of exceptional theatrical experiences that appeal to the diverse communities that make up the city. Our programme incorporates theatre, music, dance and family events as well as artist talks, public discussions and artist development initiatives. The festival programme usually runs from the last Thursday of September for 18 days.

Organisational Structure

Dublin Theatre Festival CLG is governed by a voluntary Board of Directors (Chair, David Nolan). The organisation is managed by a year-round core staff of 7, supported by a part-time bookkeeper and part-time production manager. At festival time 20-25 seasonal administrative and project staff join the team onsite at Festival House and circa 30 production personnel are engaged mainly offsite. Seasonal roles cover marketing, sales and production between June and October.



Job Purpose

The primary areas of direct responsibility are the financial, operational and administrative management of the company and all matters of corporate governance including support to the Board. This includes, but is not limited to, safeguarding the legal status of the company, controlling festival finances, managing relationships with key stakeholders, HR, preparing draft budgets for consideration by the Board, preparation of financial information for funders and stakeholders and the preparation and execution of all contracts with visiting companies, venues and creative and administrative staff directly employed by the organisation.

Duties and Responsibilities

The duties set out below reflect the general duties of the General Manager and will be subject to review from time to time in line with the ongoing development and management needs of Dublin Theatre Festival.

Stakeholder Relationship Management

The General Manager manages relationships with the following stakeholders in conjunction with the Artistic Director.

- All aspects of DTF's strategic funding relationship with its principal funder the Arts Council
- EU funded projects, capital programme partners, including the Department of Culture, Heritage and the Gaeltacht
- Festival House landlord Temple Bar Cultural Trust (Dublin City Council) and building partners including organisations within the shared premises (Dublin Dance Festival and Theatre Forum)

Finance

- Overall responsibility for financial control and implementation of a rigorous system of checks and balances on all financial transactions and records
- Overall responsibility for preparation of the company's books for audit, in conjunction with the Bookkeeper and liaison with festival auditors
- Responsible for organisational budget, coordination with departmental budget managers and preparation of reports for the Artistic Director and Board
- Preparation of all financial information, analysis, projections and returns as required by funding agencies and other partners
- Authorisation of all payments, supervision of all banking requirements, company signatory
- Cash flow management
- Line manager to Festival Administrator and Bookkeeper

Festival Programme

- Prepares and enters into final contracts with companies, venues and partners
- Responsible for dissemination and coordination of relevant contractual information interdepartmentally
- Confirms and ensures timely payment schedules with all companies, venues and other contracted organisations
- Issues and agrees all settlements, including calculation of royalty payments, contra and all other financial arrangements with companies, venues and any other parties at the close of the festival

Personnel

- Coordination of Employee Appraisal system
- Updating and implementation of Employee Conditions in conjunction with Artistic Director
- Organisation's Employer representative
- Recruitment of core staff
- Updates and issues staff contracts and job descriptions in conjunction with Artistic Director
- Manages staffing budget
- Communicates all staff contractual arrangements and liaises on all matters, including tax returns to Revenue, with Bookkeeper
- Coordinates external training opportunities and manages training budget

Governance

- Responsible for ensuring that all legal obligations of the company are met including liaison with the Companies Registration Office, the Charities Regulatory Authority, Revenue and other statutory bodies
- Support to the Board in updating the company's Constitution, implementing the Governance Code and other guidelines on the journey towards transparency and compliance
- As Company Secretary, ensure that Board minutes and papers are accurate and filed
- As Company Secretary, support the Chairperson in ensuring procedures and protocol at Board meetings and at the AGM are in line with the company's constitution
- Festival legal and contractual representative and signee on all company contracts
- Administrative support to the Board
- Develops and maintains policies on Health and Safety, Dignity at Work, First Aid, Evacuations etc.

Administration/Operations

- Line Manager to the Festival Administrator who leads the seasonal administrative team
- Oversees operations budget
- Oversees maintenance of the general office including security, communications and IT systems etc.
- Organises insurance cover for the company and any additional cover required during the festival period

Dublin Theatre Festival Representation

- Acting as an ambassador and advocate for Dublin Theatre Festival at festival programme and other events and at a sectoral level nationally and internationally, as required
- Keeping abreast of developments in contemporary theatre

Person Specification

Key criteria will include

- Third level qualification in theatre or related field
- A high level of organisation and attention to detail
- At least five years' experience of financial management in a similar organisation
- Previous experience of managing people
- Excellent interpersonal, communication and influencing skills

- The ability to work as part of a team in a busy festival environment
- Fluent English
- Thorough knowledge of MS Office

Holidays

The General Manager is entitled to 21 days leave in addition to statutory and public holidays.

Type of Contract

Annual renewable subject to review with the Artistic Director and Chief Executive.

Remuneration

In the range of €50,000 to €55,000 per annum, based on experience.

Hours of Work

The post is full-time, working 35 hours per week, in addition to a one-hour lunch break. The General Manager may be required to work outside these hours, including evening and weekend work during the festival.

Probation

A probation period of 6 months will apply from the start of contract.

Application Process

Applicants are invited to submit:

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

The closing date for receipt of applications is 12pm on 18 September 2023.

Interviews

Interviews will be held in person in Dublin on 22 September. Applicants selected for interview will be expected to make themselves available on this date.

Submissions & Confidentiality

The festival acknowledges applicants' need for privacy and will take all necessary steps to ensure that applications and interviews are handled confidentially. Dublin Theatre Festival is an equal opportunity employer and welcomes applications from all sections of the community.

Enquiries in strictest confidence, as well as applications should be sent to Willie White, Artistic Director and Chief Executive at willie@dublintheatrefestival.ie with General Manager Recruitment in the subject line.

Dublin Theatre Festival is funded by the Arts Council.