



IRISH THEATRE INSTITUTE

creating opportunities abroad **strengthening resources at home**

Irish Theatre Institute (ITI) is a resource organisation that nurtures, promotes and drives the ambition of Irish theatre makers and Irish theatre, from its grassroots beginnings to its presentation on the world stage. We aim to maximise creative opportunities and resources for performing artists and producers across theatre and dance in all Ireland and international contexts. We provide mentoring, training and continuing professional development for theatre makers, from writers and performers to producers, directors, creatives and company managers. We run workshops, masterclasses and seminars, host tailor-made websites and searchable databases. We support dedicated spaces where creativity and innovation can flourish undistracted. Our mission is to create opportunities abroad and strengthen resources at home for theatre artists, companies, venues and festivals.

Our focus is on three main areas of work: Theatre Artists' Programme, Theatre Sector Programme and Artform/Public Engagement Programme.

THEATRE ARTIST PROGRAMMES

ITI supports theatre artists at all stages of their profession to make work and develop sustainable careers. We provide high level information services, mentoring and continuing professional development opportunities which nurture talent and drive ambition.

Theatre Artist programme supports are focused on:

- Information provision open to all professional theatre artists;
- Capacity building and continuing professional development;
- Community and network building, peer to peer learning;
- Current programmes include *Six in the Attic/Virtual Attic*, *prime*, *Accelerate*, *DUETS*.

THEATRE SECTOR PROGRAMME

ITI is committed to continued support and development of the Irish theatre sector, leading the way in best practice, identifying and brokering opportunities at home and abroad, nurturing collaborative international partnerships, and advocating for change.

ITI's support of the Irish theatre sector is delivered through a programme of:

- National & international networking and showcasing (Information Toolbox, International Theatre eXchange, Curated Artist Pitching sessions);
- Artform supports and collaborations with artform partners;
- *PLAYOGRAPHYIreland* theatrical repertoire research and analysis;

- Best practice and policy development for working conditions of artists e.g. *Speak Up Dignity* in the Workplace programme 2018 – 2022.

ARTFORM/ENGAGEMENT PROGRAMME

ITI delivers reliable, verifiable, and accessible information on Irish theatre to the professional and amateur sector and to the wider public. This is achieved via online information resources, publications and public facing events. In delivering virtual and face-to-face interactions, we create opportunities for the public to engage in the professional Irish theatre sector, promoting and safeguarding the new play repertoire, and encouraging dialogue within the sector and academia, both nationally and internationally. ITI engages with the public through online interaction, and through participatory activity in public-facing events and publications.

We now seek to engage a General Manager to join our team.

(Full-Time, one-year fixed term)

Detailed Job Description:

Reporting to Co-Directors, the General Manager will have responsibility for the smooth and efficient working of the organisation with a focus on Operations and Administration, Financial Management, Funding, Communications, Governance, Scheduling, Staff Management and Organisational Welfare. In addition, the GENERAL MANAGER will be expected to respond appropriately to changes and developments affecting the management needs of Irish Theatre Institute as they emerge.

Building Management - 17 Eustace Street:

- Manage the facilities including overseeing schedules and bookings and nurturing relationships with users;
- Promote the facilities and generate income through room rentals;
- Co-ordinate the maintenance of the building to a high standard both exterior and interior;
- Be responsible for the Risk Register and Health & Safety issues relating to the building;
- Identify capital requirements on an on-going basis and create budgets and funding applications in respect of same;
- Act as ITI's representative at meetings and events relating to Temple Bar Cultural area/landlord.

Financial Management and Budgeting:

- Work with Co-Directors to set and monitor budgets on both a corporate and individual project basis;
- Collaborate with Co-Directors on funding submissions and manage grant drawdown arrangements;
- Maintain and generate monthly management accounts for Co-Directors and Board members and produce regular cash flow projections;
- Prepare accounts for annual audit;

- Manage payroll (Thesaurus) invoicing/payments (QuickBooks software), Revenue and VAT returns.

Staff and Administration:

- Work closely within a highly motivated team to deliver services and projects within agreed timelines;
- Become quickly familiar with the company's database and IT needs as they pertain to the organisation's online information resources;
- Contribute to the efficient running of the office by setting up, maintaining and improving administrative and communication systems and procedures;
- Manage HR including employment contracts, schedules, holidays, staff evaluations and general organisational welfare.

Artist Support Services

- Oversee ITI's artist support programmes which are managed by the Programme Co-ordinator;
- Where required, and in collaboration with other team members, provide Information Clinics for independent theatre artists on issues such as budgeting, funding applications, payroll and scheduling;
- Liaise and work closely with ITI's key partners and funders on various events and projects.

ITI Networking and Research projects:

- Work with the Co-Directors and Programme Co-ordinator on the development and delivery of the organisation's core programme of activities;
- Oversee the delivery of ITI's PLAYOGRAPHYIreland (www.playographyireland.com) resource and programme of events managed by the Playography Editor/Administrator;
- Contribute to ITI's development of strategic research projects;
- Represent ITI at conferences, events and festivals as and when requested.

Please submit a letter of application accompanied by an up-to-date CV by email to:

recruit@irishtheatreinstitute.ie

Closing Date: 5pm Wednesday 31st March 2021

Salary: €40,000 per annum. Statutory holiday entitlements apply.

Location: ITI, 17 Eustace Street, Temple Bar, Dublin 2 / remote working applies at present due to Covid-19, but remote working is open to discussion in the longer term. www.irishtheatreinstitute.ie

ITI is committed to equality and diversity and welcomes applications from people of all genders, nationalities, races, cultural backgrounds, ages, religions, languages, different abilities, sexual orientations or socio-economic statuses