BROKENTALKERS ARE SEEKING A GENERAL MANAGER

ABOUT THE COMPANY

Brokentalkers are a multi-award winning Dublin based theatre company, led by Co-Artistic Directors Feidlim Cannon and Gary Keegan with Creative Producer Rachel Bergin. For over two decades Brokentalkers have been making formally ambitious work that defies categorization and have built a reputation as one of Ireland's most innovative and original theatre companies.

Our notable work includes: *Heroes of Tomorrow* (Dublin Theatre Festival 2026); *The Mirror Stage* (Project Arts Centre 2025, National Tour 2027); *Everything Falls* (Project Arts Centre, Town Hall Theatre, 2024); *Bellow* (Project Arts Centre 2024, National Tour 2026); *MASTERCLASS* (Winner: The Scotsman Fringe First Award 2022); *The Examination* (Winner of Best Production & Best Soundscape Irish Times Theatre Awards 2020); *Woman Undone* (Project Arts Centre 2018 and National Tour 2019); *Have I No Mouth* (Dublin Theatre Festival 2012, Winner: Total Theatre Award, Edinburgh 2013) and *The Blue Boy* (Dublin Theatre Festival 2011, Grand Prix winner, Kontakt Festival, Torun, Poland, 2014).

As well as touring their work regularly throughout Ireland, Brokentalkers have presented their work in Australia, Belgium, Canada, China, England, Finland, France, Germany, Iceland, Italy, Netherlands, Norway, Poland, Portugal, Romania, Russia, Scotland, Spain, Sweden, Turkey, New Zealand and the USA.

Their work has been performed at prestigious venues and festivals including: Sydney Opera House, Théâtre de la Ville, Festival de Liège, The Malthouse, Irish Arts Centre, Brighton Festival, Southbank Centre, NYU Skirball, CAP UCLA and Under the Radar.

Brokentalkers are Project Artists, an initiative of Project Arts Centre.
Brokentalkers are Associate Artists of field:arts, Dublin
Brokentalkers are Associate Artists of LOKAL Performing Arts, Reykjavik.
www.brokentalkers.ie

ABOUT THE ROLE

Brokentalkers is seeking an experienced, highly organised and collaborative General Manager to join our team.

Working closely with the Artistic Directors and Creative Producer the General Manager will take a leading role in the financial organisational and governance management of the company.

The General Manager will be responsible for ensuring that the company's day-to-day operations run smoothly, with particular responsibility for financial processes, contracts, insurance, company policies, funding compliance and the maintenance of accurate organisational records.

The role requires someone who is confident in managing detailed administrative and financial processes, can work independently and proactively, and understands the particular demands of an arts organisation.

The General Manager will work collaboratively with the Artistic Directors and Creative Producer to support productions, development projects and touring activities. Supporting effective

communication and professional relationships between the company, its collaborators, external partners and stakeholders.

The General Manager will support effective communication with the Board of Directors and contribute to a supportive, positive and inclusive working environment.

This role does not lead on fundraising, artistic planning or production management.

The General Manager will report to the Creative Producer. The General Manager will have the support of an established bookkeeper, auditor and payroll administrators through GSW Faulkner Orr.

KEY RESPONSIBILITIES

1. FINANCIAL MANAGEMENT AND ADMINISTRATION

- oversee the company's financial administration and ensure accurate, up-to-date accounts, cashflow and reconciliations.
- Manage the processing, making, recording and filing of payments to artists, freelancers, suppliers and other partners.
- Issue and track invoices for payments due to the company.
- Work with the Creative Producer to prepare, monitor and update organisational and project budgets.
- Review and improve financial administration systems and procedures where necessary.

2. CONTRACTS, AGREEMENTS AND RIGHTS MANAGEMENT

- Prepare, issue and maintain contracts and licensing agreements for artists, creative teams, freelancers, suppliers and partner organisations.
- Review and risk assess contracts received from external organisations.
- Work with the Creative Producer to ensure contractual obligations, payment schedules and reporting requirements are met.

3. COMPANY OPERATIONS AND ADMINISTRATION

- Oversee the smooth and efficient day-to-day administration of the company.
- Develop, maintain and improve effective administrative systems and organisational procedures.
- Ensure appropriate insurance cover is in place for the company and its activities,
- Coordinate Garda Vetting processes where required.
- Take responsibility for the systematic archiving of company materials.
- Work with the company's payroll service provider to manage HR administration and payroll coordination.
- Manage general office administration, IT systems and digital services.
- Coordinate company meetings and support effective internal communication.

4. GOVERNANCE, COMPLIANCE AND COMPANY POLICIES

- Take a leading role in the development, review, implementation and communication of company policies and procedures.
- Lead on the company's compliance with relevant legal, statutory and regulatory obligations.
- Support the company in maintaining appropriate standards of governance, accountability and risk management.

- Coordinate Board meetings, including the preparation and circulation of agendas, reports, minutes and supporting documentation.
- Maintain accurate governance records and support statutory filings with relevant bodies.
- Managing international tax waiver applications or relevant equivalents for foreign entertainers tax.

5. FUNDING ADMINISTRATION AND REPORTING

- Work closely with the Creative Producer and Bookkeeper to coordinate and prepare funding reports to relevant funding bodies.
- Maintain a clear schedule and accurate records of funding agreements, reporting deadlines, conditions and obligations.
- Support the Creative Producer and Artistic Directors in the preparation of funding applications, budgets and other supporting material.

PERSON SPECIFICATION

ESSENTIAL SKILLS AND EXPERIENCE

- Experience in arts management, general management, company management or arts administration, ideally within theatre or the performing arts.
- Demonstrable experience of financial administration, including processing payments, invoicing, maintaining financial records and working with bookkeeping systems.
- Excellent administrative and organisational skills, with meticulous attention to detail.
- Excellent written communication skills, including the ability to draft and review policies, contracts and reports.
- Excellent IT skills, including Microsoft Excel and digital filing systems.
- Ability to work independently, manage competing priorities and take a proactive, solution based approach to problem-solving.
- Excellent interpersonal skills and the ability to work collaboratively with a small core team and a variety of partners and collaborators.
- A commitment to good governance, confidentiality and responsible organisational management.

DESIRABLE SKILLS AND EXPERIENCE

- Knowledge of the Irish theatre and arts funding landscape.
- Experience preparing financial and administrative reports for the Arts Council or other funding bodies.
- Experience managing insurance arrangements and organisational compliance.
- Experience drafting and implementing organisational policies.
- Experience reporting to a Board of Directors.
- Familiarity with Irish employment law..
- Familiarity with governance requirements for Irish companies and charities.

TERMS

Hours: Part time, 16 hours a week. Brokentalkers are open to these 16 hours being fixed days or flexible hours depending on the individual.

Salary: €48,000 pro rata (€19,700 per year when calculated on a pro rata basis). The General manager will be paid on Brokentalkers payroll on a fortnightly basis.

Place of Work: This is a part time role with the flexibility to work remotely. The successful candidate will however be required to attend work in person at certain, pre-agreed times including for board meetings, events and other company activities as required. Brokentalkers office space is in The Digital Hub, Thomas Street, Dublin 8.

Holiday Days: 8 days (pro rata), plus public holidays.

Contract: One-year-fixed-term with the possibility of renewal.

On occasion the General Manager may be offered additional days work to support in exceptionally busy periods. These additional days would be paid at the same rate as above.

How To Apply

Send your CV and Cover Letter outlining your interest in the role and how you fit the requirements outlined above. Email your application to Rachel at mail@brokentalkers.ie with "General Manager Application" as the subject line.
Cover letters should be no more than 2 pages and should indicate your earliest start date.

Anticipated start date: Late January 2027 or as agreed with the successful candidate.

Applications Close on the 8th of January.

Shortlisted applicants will be invited to interview in January. Interviews will be held via Zoom.