



## Creative Administrator

Pavilion Theatre is seeking applications to join our team in the following position:

Job title	Creative Administrator
Reporting to	Marketing Director
Responsible for	Supporting the artistic and administrative functions of Pavilion Theatre
Location	Pavilion Theatre, Marine Road, Dún Laoghaire, Co. Dublin
Terms	Part-time (21-28 hours per week), 2-year fixed term contract

### About Pavilion Theatre

Located in the picturesque seaside town of Dún Laoghaire since 2000, Pavilion Theatre has established itself as a cultural hive of activity for thousands of visitors each year. Serving a 324-seat theatre, our dedicated and hardworking team of 7 full-time and several dedicated and valuable part-time staff, supported by a team of dynamic volunteers, make every effort to ensure a high standard of art and culture is presented to our audiences. This includes the very best Irish and international work across theatre, cinema, literary, dance, comedy and music. A hub of culture for the Dún Laoghaire area since 1903, Pavilion Theatre reflects on the successes of the past with the aim of continually improving its service and dedication to the arts, artists, and to each and every visitor that walks through its doors.

### Position Profile

We're seeking a dynamic motivated individual who will play a key role in supporting the artistic and administrative functions of Pavilion Theatre. This role requires a highly organised person with strong communication skills, an interest in the arts, an attention to detail and the ability to manage multiple tasks efficiently.

### Key Responsibilities

- Provide administrative support to the Executive Director and wider team.
- Assist with scheduling meetings, taking minutes, and maintaining records.
- Provide administrative support across all aspects of the stage and artist development programme planning and delivery, including co-ordination of the confirmed performance and film programme, off-site programme initiatives, co-productions, and the artist development and mentorship programme.
- Draft and issue contracts to all artists and companies and oversee adherence to contractual responsibilities such as insurance and IMRO by all parties.
- Act as the point of contact for all artistic development scheme applicants and participants, liaising with artists and companies, assisting with scheduling, budget tracking, reporting and co-ordinating.
- Oversee general logistics, including making and coordinating all travel, off-site space and accommodation bookings
- Collaborating with the General Manager on the local and amateur programme.
- Ensure accurate information is shared with marketing and box office teams.

- Provide on-the-ground support during events where required.
- Support the development of all grant applications.
- Collaborate with members of the team to contribute to Pavilion's Greening, Accessibility and Diversity plans and policies

## Person Specification

### Essential

- Strong organisational and administrative skills, with attention to detail.
- Excellent written and verbal communication skills.
- Ability to multitask and prioritise workload effectively.
- Experience managing and reporting on budgets and overseeing purchasing.
- Ability to work in a collaborative environment, and a personality that thrives on working as part of a tightly knit team.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and familiarity with database management.
- Interest in theatre and the wider arts sector.

### Desirable

- Experience working in an arts organisation or theatre setting.
- Experience supporting funding applications and reporting.

### Key Competencies

- Team player with a collaborative approach.
- Ability to work independently and show initiative.
- Strong interpersonal skills and ability to engage with a variety of stakeholders.
- A passion for the arts and cultural engagement.

## Terms & Conditions

- Salary: Commensurate with experience.
- Working hours: Flexible, with occasional evening and weekend work required.
- Location: Pavilion Theatre, Dún Laoghaire, with some potential for hybrid working where appropriate.
- Annual leave: In line with organisational policy.

## How to Apply

Interested candidates should submit a CV and cover letter outlining their suitability for the role by email only to [hugh@paviliontheatre.ie](mailto:hugh@paviliontheatre.ie) by Tuesday 18 March at 5pm. Include "Creative Administrator" in the subject line.

Please provide the names of two referees. We will not contact them without your permission.

Pavilion Theatre is an Equal Opportunities Employer

No correspondence can be entered into during the process of application or selection. This job description reflects the core duties and responsibilities of the post when advertised. As the theatre develops, there will inevitably be some changes to duties and responsibilities. We expect the successful applicant will recognise this and will adopt a flexible approach to work, which may include undertaking additional training. Pavilion Theatre is a Company Limited by Guarantee and a Charity which is governed by a Board of Directors / Trustees.