



Dead Centre is seeking a part-time General Manager.

Dead Centre is seeking a General Manager to work part-time with the company's Artistic Directors and Producer, to form a key part of the team delivering world class theatrical productions both at home in Ireland and on tour.

Large text, audio and ISL versions of this call out are available on our website at www.deadcentre.org/work-with-us

ABOUT DEAD CENTRE

Dead Centre is one of Ireland's foremost contemporary theatre companies, based in Dublin and led by Artistic Directors Bush Moukarzel and Ben Kidd, and Producer Tilly Taylor.

Our work is formally inventive, emotionally unsettling, and faintly mischievous - blending European experimentalism with the tradition of Irish story-telling to create theatre unlike anyone else.

Since 2012, we have created new productions at home in Dublin, and toured that work internationally. Projects include *LIPPY* (2013), *Chekhov's First Play* (2015), *Hamnet* (2017), *Beckett's Room* (2019), *Good Sex* (2022), *Illness as Metaphor* (2024) and *Deaf Republic* (2025).

This work has toured extensively around the world, including to Schaubühne (Berlin), Dramaten (Stockholm), BAM (New York), Young Vic and Battersea Arts Centre (London), Théâtre de Liège, Hong Kong Festival, Helsinki Festival, Teatro Piccolo (Milan), Noorderzon Festival of Performing Arts (Groningen), Kampnagel Summer Festival (Hamburg), Viervulvier (Ghent), and Seoul Performing Arts Festival.

We also create new works internationally and have done so at Royal Court Theatre (London), Schaubühne (Berlin), Burgtheater (Vienna), Göteborgs Stadsteater, Ruhrtriennale, Schauspiel Stuttgart, Deutsche Oper Berlin, and Hamburg Staatsoper.

We are indebted to a close team of collaborators who work with us on an ongoing basis – writers, technicians, inventors, designers and performers. We are able to make work because



of the support of the Arts Council, Culture Ireland, and a range of other stakeholders and funders.

Dead Centre was founded in 2012 by Ben Kidd, Bush Moukarzel and Adam Welsh. Our board members are Cian O'Brien (chair), Chelsea Morgan Hoffmann, Aoife Van Wolvelaere, Jack Berrill and Ciara O'Dowd. You can see more of our work at www.deadcentre.org.

ABOUT THE ROLE

The General Manager will oversee the day-to-day operations of Dead Centre, taking the lead on financial administration and company governance, working with the team on stakeholder management, and ensuring smooth and efficient systems are in place across all the company's activity. Key responsibilities include:

General Management

- Scheduling and documenting weekly company meetings and quarterly board meetings;
- Drafting and distributing contracts for individuals and organisations that the company engages on productions;
- Working closely with the Artistic Directors and Producer on grant applications;
- Managing the company's office and storage spaces;
- Assisting the Producer with production related administration during busy periods;
- Developing and maintaining principles of good governance.

Financial Administration

- Managing the company's financial systems including payroll, tracking supplier invoices, and issuing invoices via Quickbooks;
- Acting as the key point of contact with the company's bookkeepers and payroll providers;
- Generating reports and working with the Producer to track income and expenditure across the company's activities;
- Working with the company's accountant to generate accurate annual management accounts;
- Ensuring good records are kept and maintained across all financial activity;
- Implementing and developing sound financial systems.



Stakeholder Management

- Communicating in a timely and effective manner with the company's Board, preparing documents for board meetings, and ensuring good relationships are maintained and developed with the Board of Directors on a year-round basis;
- Working with the Producer on reporting for grant suppliers and other key stakeholders;
- Supporting freelance artists who are employed by Dead Centre;
- Building and developing relationships with colleagues across the industry.

Depending on touring bookings, there is the possibility for the General Manager to take on additional work with the Company. This would include additional hours and compensation to those outlined in the terms below.

PERSON SPECIFICATION & EXPERIENCE

Applicants must have experience in an Arts Management or Arts Administration role, working at a scale comparable to that of Dead Centre's. They should have an appetite for making boundary-pushing theatre and a knowledge of the arts landscape in Ireland.

In addition, applicants must have -

- Experience managing financial systems as outlined in the "about the role" section of this job description;
- Excellent IT and computer skills, including Microsoft Excel and Google Drive;
- Excellent administration and bookkeeping skills;
- Excellent time and workload management skills;
- Experience reporting on grants;
- Knowledge of the arts landscape in Ireland.

Applicants would also ideally have -

- A knowledge of Quickbooks;
- Experience reporting on Arts Council of Ireland funding;
- Experience with contracting artists and freelance personnel on a project-by-project basis;
- An understanding of international theatre touring.



TERMS

Hours: Part time, 16 hours per week.

The company works on a flexible basis. The General Manager's hours can be on set days per week or flexible depending on the individual.

Place of work: The company works a hybrid model, working between home and the office in Dublin. The General Manager would be expected to be in the office at least 1 day per week. Sometimes work on site will be required, for example at a theatre or at related industry events.

Reporting to: Artistic Directors and Board of Directors

Salary: €46,000 pro rata (€20,000 per year when calculated on a pro rata basis for this role)
The General Manager will be paid through Dead Centre's payroll on a monthly basis.

Holiday: 22 days per year, pro rata (10 days per year when calculated on a pro rata basis for this role)

Start date: 5 January 2026

Contract term: 1 year fixed term contract

Depending on touring bookings, there is the possibility for the General Manager to take on additional work with the Company. This would include additional hours and compensation to those outlined in this call out.

Dead Centre is an equal opportunities employer and this role is open to all suitably qualified candidates, regardless of gender, civil, family status, sexual orientation, religious belief, age, disability, race, or membership of the Traveller community.



HOW TO APPLY

Send your CV and a cover letter outlining your interest in the role and how you fit the requirements outlined in this call out. Email your application to Tilly at tilly@deadcentre.org, using "General Manager Application" as the subject line. Cover letters should be no more than two pages.

Applications close on 24 November at 10am.

Shortlisted applicants will be invited to interview between 1 - 2 December. Interviews will be held on Zoom. When invited to interview, candidates will be given the opportunity to share any access requirements they may have.

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