

Dublin Theatre Festival is an annual event that brings together artists, theatre-makers and audiences from across Ireland and around the world. At the heart of the festival is Dublin – its people and its stories – and a commitment to contributing to the vibrant social and cultural landscape of our capital.

Throughout the 18-day festival, performances take place in venues and locations across Dublin. Our programme incorporates theatre, music, dance and family events as well as artist talks, public discussions and artist development programmes. We present classic plays by celebrated companies and artists alongside work by exciting, emerging theatre-makers from home and abroad. The spirit of the festival lies in the people who engage with us and we aim to create rewarding experiences for the time we spend together.

We want to ensure that equality and diversity are at the heart of what we do and actively welcome applications from all sections of the community.

Digital Content Assistant

Post:	Digital Content Assistant
Contract:	7 weeks (25 August – 12 October 2025)
Hours:	Usual office hours are 9.30am – 5.30pm, Monday–Friday, with one hour off for lunch, with flexibility at evenings and weekends during the 3-week festival period, 25 September–12 October
Fee:	€14.30 an hour for 30 hours per week
Reporting to:	Head of Marketing and Development
Location:	Festival House, 12 Essex Street East, Temple Bar, Dublin 2

Purpose and Scope of the Post

As the Digital Content Assistant of Dublin Theatre Festival you will be involved in all aspects of the promotion of the festival.

Duties and Responsibilities

- Providing important administrative support to the Head of Marketing & Development and Marketing Assistant
- Assisting with updating the festival's website and scheduling content for the social networking channels (Facebook, Twitter, YouTube, Instagram, Google)
- Coordinating venue dressing and signage
- Maintaining marketing databases
- Assisting with targeted marketing efforts for specific shows and festival promotions
- Assisting with the coordination and distribution of promotional materials citywide

- Assisting with market research during festival dates
- Assisting at events during the festival
- Any other duties that may be specified by and agreed with the Head of Marketing and Development

Person Specification

- Computer literacy with working knowledge of Microsoft Word, Excel
- Experience working with Instagram, Tiktok, Facebook, Twitter and YouTube
- Good communication, interpersonal, telephone, written and verbal skills
- Experience in video/social media editing
- Ability to manage several projects simultaneously
- Self-starter who enjoys working on a team
- Fluent English
- Excellent attention to detail
- Interest in the arts

Type of Contract

Seasonal & Temporary position of 6 weeks Monday 25 August to Sunday 12 October 2025.

Remuneration

€14.30 an hour for 30 hours a week, paid monthly.

Probation

A probation period of two weeks will apply from the start of this engagement.

Holidays

Statutory holiday entitlements apply. Requests for leave will be considered, taking into account the busy nature of the festival period. Leave must be scheduled and approved by your line manager prior to commencing your contract. Unused holiday entitlement will be paid at the end of contract.

Application Process

Applicants are invited to submit:

- A detailed CV outlining all relevant experience
- Examples of comparable work
- A cover letter outlining your experience, how you believe it relates to the role and what you can bring to the role. We are open to receiving cover letters in video format. If you would like to submit a video cover letter please ensure that it is approximately 2 minutes long and addresses the above points
- Contact details for two professional referees

Submissions & Confidentiality

The festival acknowledges applicants' need for privacy and will take all necessary steps to ensure all applications and interviews are handled confidentially.

Enquiries in strictest confidence, as well as applications (by email only) should be addressed to Louise McGrath, Festival Administrator, at recruitment@dublintheatrefestival.ie.

Closing Date

The closing date for receipt of all applications is 12pm Monday 28 July 2025.

Interviews

Interviews will be held on Wednesday 6 August 2025. Applicants will be expected to make themselves available on this date.

Access

We are located in a 4-storey building in Temple Bar. The ground floor is completely accessible but our building does not have a lift.

If you require reasonable accommodation for any part of the application process, please let us know by emailing recruitment@dublintheatrefestival.ie.

Dublin Theatre Festival is funded by the Arts Council.