

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.

### **Festival Administrator**

This administrative role is responsible for financial administration, daily running of the Festival offices, general administration and supervision of seasonal staff during the festival season. They are one of the core team, working year-round and they work closely with the General Manager (GM). The Administrator is a key role within the whole organisation, ensuring the smooth running of the offices and finances.

We're looking for a process-orientated individual who is looking to build on their experience and gain an insight into company and festival management in one of the biggest festivals in Ireland.

### **Duties and Responsibilities**

#### **Finance**

- Daily financial administration: bookkeeping, with particular emphasis on accounts payable
- Responsible for maintaining all financial records and accounts
- Banking: payment processing, updating bank mandates
- Cash management: box office cash reconciliations/petty cash/floats/production cash
- Supports the GM in all aspects of finance including financial returns to funding agencies
- In conjunction with GM, monitors revenues and expenditures

#### **Festival Programme**

Assists the GM with the:

- Preparation of contracts for companies and venues
- Preparation of settlements, including calculation of royalty payments, contra and other financial arrangements with companies, venues and any other parties at the close of the festival
- Confirms and ensures timely payment schedules with companies and venues

## **Seasonal Staff Management**

- Assists the General Manager with recruitment of seasonal staff
- Ensures recruitment, interview and induction procedures are standardised across all seasonal roles
- Undertakes first day induction with all seasonal roles
- Line Management and training of seasonal administrative team (Office Assistant, Runner and Volunteer Coordinator, Interns)
- Sets and maintains a highly professional attitude towards delivering the festival for all members of the seasonal team

## **Administration/Communications**

- Manages relationships and contracts with all suppliers, including building and security contractors
- Maintenance of office communications systems: liaison with phone, and IT system support companies according to the needs of the festival and ongoing updating of IT, administrative and staff operational manuals
- Maintains a pro-active liaison between departments
- Monitoring of the GDPR compliance of the organisation
- Supports the AD/CEO in diary management and some correspondence

## **Festival Offices**

- Maintenance and security of Festival House: ensuring the premises are clean, tidy and that all fixtures and fittings are maintained
- Reception duties: outside festival time being the first point of contact for all enquiries and visitors
- Office management: managing stationery and building supplies
- Management of physical and digital filing including yearly archiving
- Management of shared costs with Festival House partners
- Maintaining Festival policy of Environmental Awareness, ensuring energy efficiency in the building and promoting continuous recycling
- General
- Other duties and responsibilities as agreed with the General Manager

## **Essential skills and experience**

- Minimum 1 years' experience in a similar role
- Good financial and bookkeeping skills including basic budget management
- Good planning, organisational and administrative skills, including attention to detail
- A proven ability to schedule and prioritise multiple tasks, competing demands and tight deadlines while maintaining high standards and good working relationships
- Good IT skills and an understanding of IT systems
- Good communication and interpersonal skills
- Ability to work in a constantly busy office environment

## **Desirable**

- Experience in arts management and an Interest in the arts

**Salary**

€32,000 to €34,000 per annum, depending on experience

**Contract**

Fixed-term 1 year, full-time

**Hours of Work**

The post is full-time, year-round, 40 hours per week. During the 3-week Festival period, the Festival Administrator may be required to work outside these hours, including evenings and weekends.

**Application Process**

Applicants are invited to submit the following by email to Dee Patton, General Manager at [dee@dublintheatrefestival.ie](mailto:dee@dublintheatrefestival.ie):

- A cover letter outlining how you meet the person specification detailing the qualities and experience you will 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.
- A CV (max three pages).
- Contact details for two professional referees. Only the referees of shortlisted applicants will be contacted, and applicants will be notified in advance.

**Closing Date**

The closing date for receipt of all applications is 12.00 on Friday 22 August.

**Interviews**

Interviews will be held on Thursday 28 August. Applicants selected for interview will be expected to make themselves available on this date. Immediate start preferable but not essential.

**Confidentiality**

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

**Further information**

Enquiries in strictest confidence to Dee Patton, General Manager by e-mail at [dee@dublintheatrefestival.ie](mailto:dee@dublintheatrefestival.ie)

**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 adjustments to meet any access requirements you have on for any part of the application process, please let us know by emailing [dee@dublintheatrefestival.ie](mailto:dee@dublintheatrefestival.ie).

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