

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 Runner Job Description

Contract:	Seasonal & Temporary, 21 July – 12 October 2025
Hours:	20 hours per week Monday – Friday, 30 hours per week during the festival period with regular evening and weekend work
Salary:	€29,120 per annum pro rata / €14.00 per hour
Reporting to:	Head of Marketing & Development
Location:	Festival House, Temple Bar, Dublin 2 and festival venues as required

Purpose and Scope of the Post

The role of the Festival Runner is to ensure the efficient delivery and collection of materials to and from the festival offices and venues, as well as assisting with the smooth functioning of the festival administration office. This position requires a candidate willing to work outside in all weather conditions and to undertake manual tasks in the festival offices. The Festival Runner regularly lifts and delivers batches of brochures, helps in cleaning activities and in the set-up of festival offices and events. A willingness to engage in manual activity and a level of physical fitness is required. This position reports to the Head of Marketing & Development.

Duties and Responsibilities

Deliveries

- Delivering materials to venues in the city centre and wider suburban area

Office

- General administrative and marketing support to the Operations and Marketing teams
- Reception duties, including lunch time cover
- Assist with information requests
- Office set-up, furniture moving and occasional office cleaning

Front of House

- Assisting at events before and during the festival
- Assisting at venues during the festival including box office and usher roles
- General
- Awareness of health and safety issues within the work environment
- Work as part of the festival team
- Awareness of security issues in the building
- Other duties as required by festival management

Person Specification

Essential skills and experience:

- Knowledge of Dublin streets and areas
- Microsoft Word and Excel skills
- Interest in the arts

Desirable:

- Own bicycle, lock and helmet

Personal qualities

- The key qualities sought are:
- Flexibility in relation to tasks and willingness to switch between delivery, administrative and other duties according to the needs of the Festival
- Ability to work in a dynamic and fast paced environment
- Attention to detail
- Resourcefulness and initiative
- Flexibility regarding work schedule

Type of Contract

Seasonal and temporary (11 weeks, 21 July – 12 October 2025)

Salary

€29,120 per annum pro rata / €14.00 per hour, calculated weekly and paid monthly

Probation

A probation period of 3 weeks will apply from the start of contract

Type of Contract

Seasonal and temporary. Part time 20 hours for 9 weeks 21 July – 19 September, then 30 hours for 3 weeks 22 September – 12 October with flexibility during this time.

This includes evening and weekend work around key dates such as launch and during the festival period. The successful candidate will be required to work full time hours for our festival launch events (22 & 23 July).

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 in accordance with current employment legislation.

Application Process

Applicants are invited to submit:

- A detailed CV outlining all relevant experience
- 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 no more than 2 minutes long and includes the information requested above
- Contact details for two professional referees. Only the referees of shortlisted applicants will be contacted, and applicants will be notified in advance

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 applications is 12pm on Monday 16 June

Interviews

Interviews will be held on Monday 23 June. Applicants selected for interview 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.