

Job Title: General Manager

Reporting to the Board of Directors

Overview

The General Manager is the senior executive at the Briery Gap responsible for the effective leadership, financial sustainability, and operational excellence of the theatre. Reporting directly to the Board of Directors and working collaboratively with the existing team, the General Manager provides strategic and administrative leadership to ensure the organisation realises its vision, serves its community, and operates to the highest professional standards. The General Manager acts as the primary conduit between the Board, staff team, artistic leadership, and external stakeholders.

Key Responsibilities of the Role

1. Strategic Leadership & Governance

- Work closely with the Board to develop and implement the theatre's strategic plan (currently under development).
- Provide regular, accurate reports on financial performance, risk, operations, staffing, and organisational activity.
- Ensure the Board is well informed to make effective governance decisions.
- Support Board meetings, including preparation of papers, annual budgets, forecasts, and compliance documentation.

2. Financial Oversight & Business Management

- Lead annual budgeting, long-term financial planning, and ongoing financial monitoring.
- Oversee revenue development across ticketing, venue hire, bar/café operations, fundraising, and commercial activity.
- Manage procurement, contracts, and relationships with suppliers, partners, and funders.

3. Operational Management

- Oversee the smooth running of all day-to-day operations across front-of-house, box office, technical, administration, and guest services.
- Develop and implement organisational policies, systems, and procedures to ensure excellence, consistency, and efficiency.
- Ensure the effective coordination of programme delivery with artistic and production teams.

4. HR & Organisational Culture

- Lead on recruitment, induction, training, and performance management for all staff.
- Foster an inclusive, supportive, and professional workplace culture.
- Ensure all HR practices comply with legislation and promote wellbeing, development, and equity.
- Oversee payroll, staffing budgets, and workforce planning.

5. Compliance, Risk & Health & Safety

- Act as the organisation's primary compliance officer, ensuring adherence to all statutory, regulatory, and contractual requirements.
- Maintain and update risk management frameworks and support the Board in its governance of risk.
- Oversee safeguarding, licensing, data protection, insurance, fire safety, and health & safety protocols.
- Ensure the organisation is audit-ready and meets all reporting and regulatory obligations.

6. Venue, Facilities & Capital Development

- Oversee the maintenance, improvement, and operational readiness of the theatre building and facilities.
- Manage relationships with contractors, maintenance teams, and technical providers.
- Contribute strategic leadership to any capital planning, renovations, or equipment investments.

7. Artistic & Programming Responsibilities

- Lead the artistic vision for the centre, ensuring a diverse, high-quality programme that reflects the organisation's mission and community.
- Plan and curate seasonal programming, festivals, special events, and new work development in collaboration with internal teams and external partners.
- Assess feasibility of proposed productions, including artistic requirements, budget implications, resource needs, and audience potential.
- Oversee contracting and rights management for artists, writers, directors, and creative collaborators; ensure compliance with relevant policies and agreements.
- Work with production and technical teams to schedule and deliver productions to a high professional standard.
- Maintain strong relationships with artists, companies, agents, cultural organisations, and community partners to support ongoing programme development.
- Provide timely programming information to marketing, fundraising, and operations teams to support audience development and communications.
- Ensure artistic activities align with the centre's diversity, inclusion, and accessibility commitments.
- Evaluate programme outcomes and audience engagement to inform future artistic planning and strategic decision-making.

8. Stakeholder, Community & External Relations

- Build strong relationships with funders, local authorities, partners, artists, and community organisations.
- Represent the theatre at industry events, meetings, and networking opportunities.
- Support fundraising efforts and contribute to grant applications, donor engagement, and partnership development.

Candidate Specification

- A minimum of a Level 7 qualification in a relevant discipline. area
- A minimum of 3 years' experience in a senior operational or management role ideally within the arts, cultural, or related sector.
- Leadership ability with excellent communication, stakeholder management, and interpersonal skills.
- Experience reporting to or working closely with a Board of Directors.
- Demonstrated ability to manage budgets, financial reporting, and organisational performance.
- Strong understanding of compliance, licensing, health & safety, and risk management in a venue environment.
- Experience in fundraising, grant management, or stakeholder engagement.
- Knowledge of capital development, building operations, or technical theatre.
- Familiarity with box office systems, CRM platforms, and digital customer engagement.
- A passion for theatre and commitment to community engagement.
- Full Clean Driving Licence

Compensation and Benefits

Very competitive remuneration package for the suitable candidate including results-based incentives.

A budget for travel expenses will be agreed with the Board.

Evaluation and Review

The role will be the subject of a 3-year contract with break clauses which will include performance reviews at 6- and 12-months points of Year 1.

Application Process

To apply, please forward the below information to recruit@brierygap.ie

Up to date CV.

The names and addresses and contact details of two persons, who may be contacted to provide references to whom you are known but not related, at least one of which must be a former\current employer.

A photocopy of your driving licence.

Short-listed applicants will be invited to interview, which will include preparing and presenting a presentation on *“Your vision for the Briery Gap and how you would deliver that vision”*

Please submit your CV and a cover letter outlining your suitability for the role to recruit@thebrierygap.ie **on or before 12 noon on Friday January 16th, 2026.**

The Briery Gap is an equal opportunities employer.