



ROLE CONTEXT, DESCRIPTION & APPLICATION INFORMATION

Role title:	Head of HR
Reporting to:	Executive Director
Key Relationships:	Artistic Director, Head of Finance, Senior Management Team (SMT), Managers, Staff.
Location:	Gate Theatre, Dublin 1, Ireland
Contract:	Permanent, full-time

The Gate Theatre are seeking an experienced, thoughtful, HR leader who relishes the opportunity to build, shape and make a lasting impact in a dynamic producing theatre.

Gate Vision

The Gate's vision is 'an Open Gate where every person has access to great theatre.' Under the shared leadership of CEOs, Róisín McBrinn and Colm O'Callaghan, an Open Gate is a civic Gate and will be a key cultural asset to Dublin's North Inner City. In the coming years, we will generate new audiences and excite current ones, invest in artists of the future, deliver our GATEWAYS community engagement programme and be a supportive home to the best Irish artists and their international collaborators. As the Gate approaches its centenary in 2028, we will make its theatre a home to all stories and the Gate's communities, so that it continues to play a defining role in Irish society.

Gate Values

It is important that the Gate continues to be a values-led organisation. Care, collaboration and excellence are the Gate's core values.

Gate Mission

The Gate's mission is to make inspiring theatre that connects, questions and transforms our audiences and communities by:

1. Producing unforgettable and inspiring theatre.
2. Creating a supportive and sustainable organisation.
3. Driving the growth of a connected and confident Irish theatre at home and abroad.
4. Ensuring long-term financial and operational sustainability.

Our History

The Gate Theatre was founded in 1928 by Micheál MacLiammóir and Hilton Edwards, and very quickly built a unique reputation as a producing house for introducing international writers and artists to Ireland. The theatre is housed in a beautiful Georgian building and has a capacity of 371 seats, which makes it attractively intimate for both actors and audiences alike.

Throughout its history the Gate has garnered an enviable reputation both at home and abroad and has proven itself to be one of Ireland's most successful theatres. The organisation mounts on average seven major productions each year.

The Gate is currently led through the joint management of its Artistic Director, Róisín McBrinn, and Executive Director, Colm O'Callaghan, who joined in the summer of 2022.

PURPOSE OF THE ROLE

About the Role

The Head of HR is a pivotal leadership role at the heart of a dynamic producing theatre. The successful candidate will be a member of the Senior Management Team operating in an environment defined by production cycles, creative collaboration and significant onboarding and offboarding of cast and crew. The Head of HR will provide both strategic direction and hands-on operational delivery.

The role combines responsibility for open employee relations and HR operations and oversees embedding strong people foundations for the future. With one part-time direct report, the Head of HR will shape a structured, calm and solutions-focused HR function that enables creativity to thrive.

This is an exciting opportunity for an experienced people leader who enjoys strengthening culture, and making a visible impact in an organisation where people are central to success.

Key Areas of Responsibility

“key deliverables will be agreed as objectives through the performance and development process (PDP) in line with the Gate's needs and priorities.

Strategic HR Leadership

- Partner with the Executive Director (ED) and Artistic Director (AD) to deliver a rolling HR strategy aligned to the organisation's artistic ambitions, production model and financial plan.
- Maintain scalable HR foundations to support evolving workforce models.
- Partner with the ED, AD and SMT to take responsibility for the ongoing implementation, stewardship and development of the organisation's IDEA (Inclusion, Diversity, Equity and Access) Action Plan. This is a living document, co-created with staff, board and artists and reflects our commitment to embedding these principles across all areas
- Lead culture evolution initiatives that ensure the organisation remains an employer of choice within the arts sector.
- Identify, prioritise and implement HR infrastructure improvements (systems, policies, capability, governance) required to support long-term sustainability.

Culture, Engagement & Employee Experience

- Partner with the Executive Director (ED), Artistic Director (AD) and Senior Management Team (SMT) to embed organisational values through recruitment, reward, recognition, development and talent management.
- Champion the IDEA principles and embed them into HR policies, practice and organisational culture.
- Act as a trusted advisor on employee relations matters, fostering a proactive, fair and positive working environment across permanent staff, production teams, cast and crew.
- Lead employee engagement initiatives including surveys, structured action planning and transparent communication of outcomes.
- Oversee welfare and wellbeing initiatives, including the EAP, ensuring appropriate supports are in place in a high-intensity production environment.
- Champion dignity, respect and inclusion through leadership of Dignity at Work and Safe to Create programmes.

Resourcing, Recruitment & Workforce Planning

- Manage recruitment campaigns to attract diverse and high-calibre talent.
- Support managers through structured shortlisting, interviewing and contracting processes.
- Oversee Garda Vetting and Create Ireland vetting processes to maintain a safe and compliant workplace.

Onboarding, Offboarding & HR Operations

- Oversee onboarding and induction processes that integrate permanent and production-based staff efficiently and warmly into the organisation.
- Manage the probation process, providing structured support to managers and new hires.
- Ensure timely, compliant and well-managed offboarding processes, including exit interviews and learning capture.
- Lead the optimisation of the HR system (HR Locker), driving automation, self-service and process efficiency.

- Build and continuously improve core HR processes appropriate to a producing theatre environment.

HR Systems, Policy & Compliance

- Develop, review and maintain HR policies and practices in line with employment legislation and sector best practice.
- Create, update, maintain and communicate policies reflecting legal requirements and organisational culture.
- Support managers on policy matters including Child Safeguarding and Health & Safety.
- Prepare papers and provide input to Board and HR/Remuneration Committee meetings as required.

Talent Development & Performance

- Partner with the SMT to embed a clear and consistent performance development framework, including goal setting, feedback and development planning.
- Support coaching and mentoring initiatives to strengthen management capability across the organisation.
- Implement talent / skills development plans suited to a creative organisation.

Reward, Payroll & Benefits

- Work closely with the Head of Finance and the payroll administrator to ensure accurate and timely payroll processing (including high-volume production payroll periods).
- Benchmark and maintain rate cards relevant to artistic and production roles.
- Act as liaison for employee benefits and ensure accurate record keeping and administration.

Leadership & Representation

- Line manage and develop the part-time HR generalist, ensuring clarity of responsibilities and continuous improvement of service delivery.
- Contribute actively to the broader organisational strategy as a member of the senior leadership team (SMT)

What This Role Offers

- A visible leadership role with direct access to the Executive Director and Artistic Director.
- The chance to shape culture in an organisation where creativity, collaboration, care and respect are central.
- The opportunity to strengthen HR foundations in a respected producing theatre.
- The opportunity to make a tangible impact on how staff, artists and technicians experience their work.

Essential Experience & Qualifications

- Minimum 5 years' experience in a senior HR Manager or HR Business Partner role supporting senior leaders and managers.
- Degree in HR Management or equivalent, with CIPD accreditation (or equivalent).
- Proven experience operating in a fast-paced, high-volume environment with competing priorities.
- Strong knowledge of Irish employment legislation and HR best practice.
- Experience managing employee relations issues with discretion and sound judgement.
- Excellent organisational skills and strong attention to detail.
- High level of integrity, discretion and professionalism.
- Proven ability to prioritise and make informed decisions

Desirable Experience

- Experience in the arts or cultural sector, particularly in a producing theatre.
- Experience supporting project-based or seasonal workforce models.
- HR system super-user or implementation experience (HR Locker experience advantageous).
- Payroll processing experience, ideally using Sage payroll.

Personal Attributes & Competencies

Excellent Communicator – Clear communicator verbally and in writing. A good listener who is empathetic, decisive and confident in handling sensitive conversations.

Calm & Structured – Brings clarity and prioritisation to a busy, production-led environment.

Collaborative – Builds trusted relationships with staff, managers and technical teams.

Resilient & Committed – Comfortable operating during peak production periods.

Pragmatic Problem-Solver – Can assess strategically what needs to be done and balances compliance with practical solutions.

Inclusive Leader – Champions diversity, equity and inclusion in action, not just policy.

TERMS & CONDITIONS

- **Working Days and Hours:** The standard working days are Monday to Friday. While the role generally operates on weekdays, occasionally, weekend work is required to support the prevailing show schedule. This is reflected in the remuneration.
- **Salary:** The position is within a salary band of €60,000 to €70,000 per year. Salary offered will be commensurate with experience.

Benefits

- 25 days annual leave
- Access to Pension Scheme
- Wellbeing initiatives – including EAP
- Cycle to Work scheme
- Hybrid working options

Application and Selection Process

To apply for this vacancy opportunity, please submit your Curriculum Vitae with a single page supporting letter outlining why the role interests you and how you meet the requirements. Applications should be sent directly by email to HR@gate-theatre.ie **clearly referencing Head of HR application** in the subject title. Closing date for receipt of applications is Monday **23rd March by 6:00p.m.** Interviews are expected to take place shortly thereafter at the Gate Theatre, D1.

RECRUITMENT STATEMENT

The Gate Theatre is an equal opportunity, inclusive employer and welcomes applicants from all sections of our community.

Inclusion, equity, diversity and access (IDEA) is a key part of our Open Gate ethos. We will not discriminate against an applicant (internal or external) based on their gender, age, race, religion, marital status, sexual orientation, disability, membership of the Travelling community, or family status.

We appreciate that people have varying needs and encourage applicants and interviewees to let us know what arrangements and format they may prefer. If you have a disability and require any accommodation/s, during the recruitment process, including the application itself, please let us know in advance.