

Company Producer

Application Information 2026

(6 Month Fixed Term - Maternity Cover)



Audio Version:

CLICK HERE → [Board Member Application Audio Version](#) ← CLICK HERE

Overview

- Run of the Mill is an award winning **inclusive arts organisation**.



- We support intellectually disabled people in the arts.



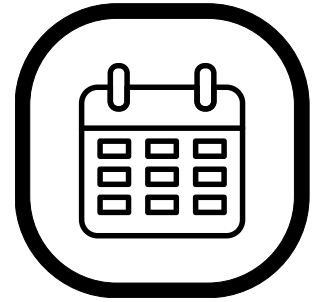
- We make **theatre** and **film** and run **programmes** and **projects**.



- We are looking for 1 person to join our team as **Company Producer**



- This is a **fixed term** position for **6 months** to cover maternity leave



- **Fee:** €350 – €400 per week (2 days per week)



- The **Company Producer** helps:
 - Plan and organise for Run of the Mill
 - Manage schedules and finances
 - Maintain relationships



We strongly welcome applications from disabled people.

What does a Company Producer do?

The Company Producer's responsibilities would include the following:

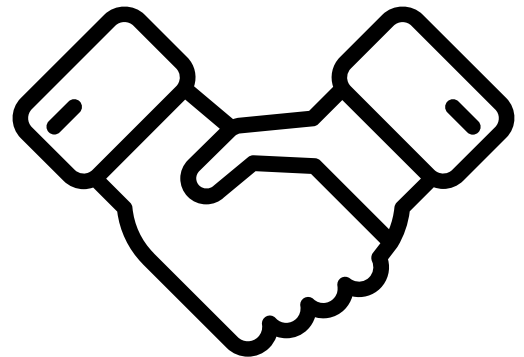
1. Planning Projects

- Organising weekly workshops and projects
- Organising schedules so things happen on time



2. Maintaining and building relationships

- Keeping in touch with people by email and phone
- Being present at Run of the Mill events



3. Operations and Policy

- Making sure the organisation follows rules



4. Finance and Fundraising

- Helping with budgets and tracking money



What experience is needed?

The role requires that you have experience in:

Working as a producer

- Planning and organising multiple projects
- Keeping projects on schedule
- Being flexible
- Solving practical problems



Communication

- Building relationships
- Communicating clearly with a variety of people



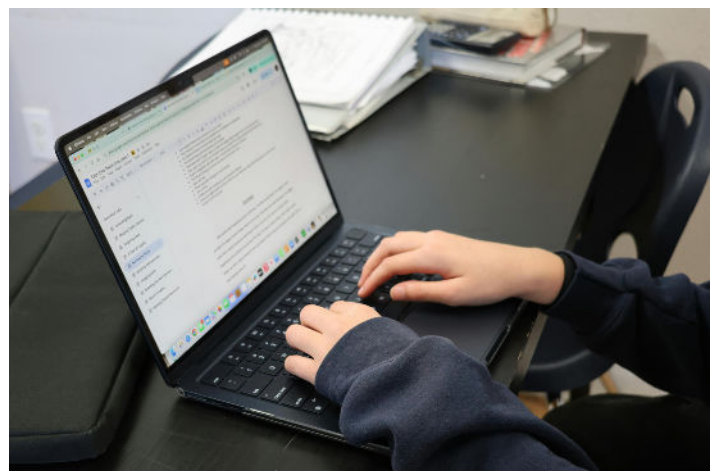
Organisation

- Managing contracts and rules
- Tracking money
- Supporting applications



Computer Skills

- Knowing Microsoft Office and Google Workspace
- Working with basic budgeting tools



Desirable Skills

*You do not **need** the following skills, but tell us if you have some experience in:*

Writing successful funding applications



Knowing how to work inclusively, especially with people with intellectual disabilities



Networking within the arts industry

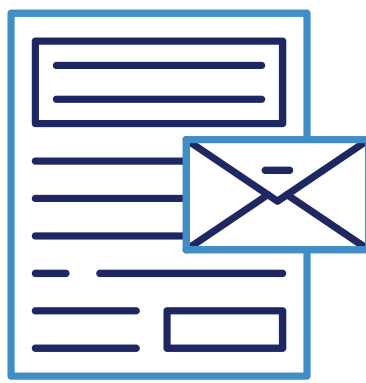




HOW TO APPLY

To apply, please send us:

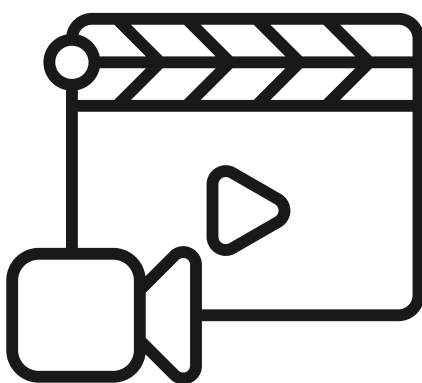
- A **cover letter** which includes your work experience.



- Your **resume**, including full contact information and two references.

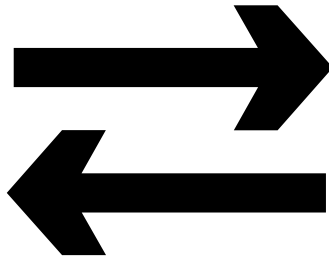


- If you prefer, you can submit a video or audio clip of up to 3 minutes with the same information.



Please use wetransfer.com and email us a link to your video application.

CLICK HERE → wetransfer.com ←CLICK HERE



- If you use this link it will show you a video on how to upload your application

CLICK HERE → <https://tinyurl.com/6wukc4k4> ←CLICK HERE

- To apply, please email your application or video to killian@runofthemill.ie and aisling@runofthemill.ie
- Please use “ROTM Company Producer Application” in the subject line.
- If your application file is too large for email, you can use WeTransfer (www.wetransfer.com).



IMPORTANT DATES

- The deadline for applications is **Friday 15th of May, 2026.**
- Shortlisting will take place, and candidates called for interview will be contacted on **Wednesday 3rd of June.**

2026		MAY					
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

- Interviews will be held on **Thursday 11th and Friday 12th of June, 2026.**
- Final decisions will be communicated to all applicants by **19th of June 2026.**

2026		JUNE					
SUN	MON	TUE	WED	THU	FRI	SAT	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

Together, let's transform the arts landscape into a truly inclusive space for all individuals.