



THEATRE MANAGER

Role title: Theatre Manager

Reporting to: Artistic Director and CEO

Managing: Technical team, Front of House & Box office staff, Bar Staff & Administrators

Location: The dlr Mill Theatre, Dundrum

Contract: Permanent / Full-time

About Us:

The dlr Mill Theatre is a creative community hub and intimate Theatre located in the heart of Dundrum and was built in 2006 in tandem with the Dundrum Town Centre development. Since opening in May 2006, we have staged a wide variety of performing arts, community theatre, visual art, comedy, music, and children's shows. We bring many people together both on and off stage. Our venue presents over 400 productions every year, welcoming audiences from all over Ireland and our local community.

Our Aims and Objectives:

To develop and support Art and Culture in Dundrum and the surrounding area.

To value creativity and innovation in all aspects of our organisation, including the work of our artists and the methods with which we support them.

To offer positive cultural experiences for Young Audiences through our Outreach and Education programmes.

The Role:

We are recruiting for a full-time role of the Theatre Manager for the dlr Mill Theatre. This role is an integral one for which we will require a senior level of experience and responsibility.

- Theatre Manager provides the glue which holds together a gloriously eclectic mixture of people, projects and priorities.
- The Theatre Manager will manage the venue's day-to-day operations. This will include support with HR management across the entire organization, ensuring fair practices and employee well-being. The ideal candidate will deeply appreciate what makes our theatre special and consistently strive to achieve our strategic objectives.
- Our Theatre Manager will have accountability for both the external and internal customer, team leadership and financial process.
- Overall responsibility for the operational management of the theatre reporting to the Artistic Director/CEO and Board of Directors
- Assume a central role in the delivery of the programme, co-ordinating the activity of operations, programming, funding, technical teams, volunteers, clients and partner organisations
- Ensuring that the theatre meets the requirements of legislation such as health and safety and licensing laws
- Ensure a clean, safe and friendly environment
- Line manage full time, part time and volunteer staff
- Manage and operate effectively and within the day-to-day budget within the remit of the role
- The safe custody and proper maintenance of the assets of the dlr Mill Theatre, including any assets entrusted to the Company by third parties or any assets that may come into the possession of the Company during the course of your employment; and any other appropriate duties allocated to you at the discretion of the Board.
- Management of personnel including Technical, Marketing, Administration, Box Office, Front of House, Gallery Space and the bar of the theatre as well as volunteers.
- Ensuring that all staff collaborate together to maintain efficient operational systems
- Responsible for managing the Goals and Objectives Setting Process for the team and to manage the process throughout the year to ensure individuals are working to progress in their role and equally managing any performance issues should they arise
- Custodian for driving team engagement within the team in line with the strategic vision
- First line response for all employee queries and issues – working in conjunction with the CEO and any external parties as required to ensure any issue is managed in a professional and confidential manner
- Oversee payroll for permanent and part-time staff, working with the relevant managers and CEO to ensure accuracy at all times. Information provided to payroll provider should always be provided accurately and on a timely basis
- Support with recruitment for all roles in the Theatre and lead on recruitment for roles within the Theatre Management team

- Overseeing the managers with the effective operational running of the whole Front of House and Bar operation Theatre & Facilities Operations
- Responsible for the preparation of contracts, Administration, Promotion, Fundraising of the theatre.
- Develop and maintain professional working relationships with existing and potential funding bodies as required. This will include funding draw downs, applications and regular update meetings etc.
- To work with the Artistic Director & CEO to contract, manage and support all in-house and visiting company productions
- Work with the Artistic Director & CEO and the Board to grow the organisation in terms of programme, audience, relevance and impact
- Hosting 'Meet and Greets' with in-house and visiting companies
- Oversee the Management of the Diary and Space bookings
- Supporting negotiations with and Contracting visiting companies
- Identify opportunities for touring and disseminating productions, and seek funding for touring
- Working with and liaising with the local theatre groups that are represented by the theatre
- Recruit, train and manage volunteers as appropriate
- Working with national agencies and policy makers on contracting and maintaining high standards of practice and working conditions at the organisation
- Be able to speak knowledgeably about all aspects of the work of dlr Mill and to support the organisation's principal aims and objectives
- Support and promote the aims and objectives of dlr Mill Theatre both internally and externally
- Networking with local industry, local communities, educational organisations, relevant bodies and the public
- Ensure compliance with the Charities Governance Code
- Your area of work and/or specific responsibilities may be altered from time to time by the Company as the circumstances of the business dictate

Qualifications and Experience:

- Minimum of three years relevant management experience in theatre or arts
- Successful track record in theatre production, general and/or project management
- Extensive knowledge of Health and Safety and its practical application in theatre
- Knowledge of artist/creative contractual agreements and practical knowledge of union agreements
- Experience of managing Continuous Professional Development across a staff team
- Sound understanding of company and project finance
- A motivated self-starter who enjoys working with managers and artists with diplomacy, discretion, professionalism, pragmatism and a can-do approach
- Excellent people management skills including building and leading teams
- Ability to prioritise a complex workload with excellent organisational skills.

- Calm and reassuring manner
- To be a team player with the ability to work independently
- Highly organised with excellent administrative skills
- Able to take responsibility and make quick, informed, operational decisions
- Excellent written and verbal communication skills
- Highly computer literate with experience of using IT to streamline operations
- Educated to degree level or equivalent experience
- A passionate interest in contemporary culture, particularly in theatre, with a good knowledge of the sector.
- Progressive, positive and forward thinking attitude

Terms and Conditions:

Role title: Theatre Manager

Hours: 40 hours per week with regular evening and weekend work.

Salary: €55,000 per annum (dependent on experience)

Holiday entitlement: 20 days per annum (including public holidays).

Contract: Permanent contract subject to a six month probationary period.

Start: To be available to commence employment from mid-March 2026.

To Apply:

Please submit your CV and a cover letter outlining your suitability for the role to Michelle King, Artistic Director and CEO - email: recruitment@milltheatre.ie

Deadline: Monday 9th of February by 12noon.

For further queries, you can also email: recruitment@milltheatre.ie

