



IRISH THEATRE INSTITUTE

creating opportunities abroad strengthening resources at home

IRISH THEATRE INSTITUTE SEEKS TO APPOINT an Administrator (part-time) for Safe to Create

Irish Theatre Institute (ITI) is looking for an enthusiastic, motivated individual to join our team working on the Safe to Create programme.

Position:	Safe to Create Administrator
Contract Offered:	52-week contract, 24 hours per week. Ideally hours will run over four days, but flexibility will be offered. Candidates must be eligible to work in the EU. Minimum 50% of hours can be worked remotely.
Rate of Pay:	Pro rata €28,000 per annum. 24 hours hourly rate €22.43.
Responsible to:	S2C Project Manager and ultimately to ITI Director / CEO

Who are we?

Irish Theatre Institute (ITI) is an all-island resource organisation for theatre. Our strategic intent is to maximise creative opportunities and resources for theatre artists by building content, capacity, and interest at home and abroad. Guardians of the tradition as well as a catalyst for change, ITI works collaboratively to shape our future. ITI is committed to keeping theatre alive and thriving, as relevant and exciting today as it ever was.

What is Safe to Create?

Safe to Create is Ireland's national Dignity at Work Programme for the arts and creative sectors. It is the vehicle for implementing the strategy to drive the cultural, behavioural, and systemic changes that are needed to address the issues uncovered by Irish Theatre Institute's [Speak Up: Dignity in the Workplace Initiative](#). Safe to Create is managed by Irish Theatre Institute, on behalf of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media and in partnership with the Arts Council, Screen Ireland, and Minding Creative Minds.

At the core of Safe to Create is a commitment, based on zero tolerance, to eliminate harmful behaviours – bullying, harassment, sexual harassment, humiliation, victimisation, assault, and sexual assault – from the workplace in our sectors.

Equal opportunities

Irish Theatre Institute welcomes applications from everyone but positively encourages applications by people from a diversity of national, ethnic or cultural groups (including, but not limited to, Asian, Black, Traveller and minority ethnic, refugees, people with disabilities, working-class and LGBTQIA+ people). This applies in relation to terms of positions on our Board, to employment, conditions of service or opportunities for professional development and training.

Access support

Access support is available for all applications, including alternative formats and tailored assistance. If you'd prefer to meet one of our team to talk through these guidelines or would like to submit your application in another format (like video) please contact us on grainne@safetocreate.ie

Access support for employees

If you are appointed, we will complete an access requirement audit as part of the induction process to identify and plan to meet your needs.



Key Functions

These include but are not limited to:

- assist in overall project management and reporting;
- assist in managing petty cash, and monitoring expense to agreed budgets;
- plan and schedule meetings with stakeholders and consultants;
- assist with the logistics of in-person meetings, presentations, events and training, including venue hire, communicating with participants, set-up and post-event follow-ups;
- book accommodation and complete travel arrangements as required;
- track all meetings and produce draft minutes and action notes;
- monitor the Safe to Create info email account and respond to general queries;
- maintain and regularly update contact databases;
- stay up to date with research, resources and toolkits produced by relevant groups and organisations in Ireland and abroad;
- lead on distributing Safe to Create materials to organisations and individuals country-wide to increase visibility of the work.

Person Specification

Previous experience in a similar role is advantageous, but not essential. We welcome applications from individuals with an interest in the arts. The position is for 24 hours per week, and some flexibility is required. Applicants must be eligible to work in the Republic of Ireland.

Ideally the administrator is, or fully understands what it is to be, an artist and possesses the necessary acumen required for this important position.

Essential:

- A deep passion for the arts and working within an arts organisation;
- Knowledge and direct experience of the creative industries, issues, trends, and key players in the Irish or International arts sector
- Strong and empathetic written and verbal communication skills with exceptional attention to detail
- Proven excellent organisational and interpersonal skills
- Excellent ICT skills including Word, Excel, Database software etc
- Ability to work well in a team environment being able to self-motivate and manage own time and priorities
- Be flexible, organised and performance focused

Desirable:

- understanding of HR practices, in particular in an arts sector context;
- experience in dealing confidentially with individuals in difficult circumstances;
- experience in copy-writing.

Application Process:

Please apply with your CV (max 2 A4 pages) and a cover letter (max 1 A4 page) addressing how your specific skills, interests and experience meet the requirements of this position.

Applications will be accepted by email to recruitment@safetocreate.ie by no later than 12 noon on 15th January 2024. All submissions will be **acknowledged by email**. If you submit and do not receive an email please contact us immediately to ensure your submission has reached us safely.



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Shortlisting and interview:

All eligible applications go to the panel for shortlisting comprising ITI Senior Management and an external panellist. Interviews will be held during the week commencing 22nd January.

General Data Protection Regulation

The purpose for processing your data is to process your application to the position of Project Manager. Your information will be retained for five years if your application is shortlisted for interview and for one year if your application is unsuccessful. If you do not furnish the personal data requested, ITI will not be able to process your application.