



IRISH THEATRE INSTITUTE

creating opportunities abroad **strengthening** resources at home

IRISH THEATRE INSTITUTE SEEKS TO APPOINT AN Operations & Programme Coordinator

Irish Theatre Institute (ITI) is looking for an enthusiastic, motivated individual to join our team.

Position:	Operations & Programme Coordinator
Contract Offered:	52-week contract, full time. Candidates must be eligible to work in the EU.
Rate of Pay:	€28,000 to €32,500 per annum.
Responsible to:	Working with the Programme Manager, reporting to General Manager and ultimately to ITI Director / CEO

Who we are?

ITI is an all-island resource organisation for theatre and theatre artists. Our strategic intent is to nurture, support and develop theatre by building capacity, content, interest, understanding, participation and engagement.

ITI seeks to maximise creative opportunities for theatre-artists nationally and internationally. We are guardians of the tradition through the study, collation and analysis of the Irish theatre repertoire in English and Irish. We are important catalysts for change. We work collaboratively with artists and strategic partners to support, mentor, and resource artists. We also lead on sectoral engagement and national cultural policy. Through a programme of hybrid content and blended delivery, ITI is committed to keeping theatre alive and thriving, as relevant and exciting today as it ever has been.

Irish Theatre Institute (ITI) wishes to appoint an **Operations & Programme Coordinator** on a one year fixed-term contract to work on a busy programme of events, artist services and supports and information provision. The successful candidate will work on multiple programmes with several stakeholders to encourage collaboration, professional exchange and national and international showcasing.

ITI is funded by The Arts Council with project support from The Arts Council, Culture Ireland and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.

The Role:

As **Operations & Programme Coordinator** of Irish Theatre Institute, you will be a vital member of our team. We are seeking a person who:

- Has a passion for theatre and wants to work with a team that has the needs of the artist and artform development at its core;
- Has a clear sense of what the cultural landscape (Theatre and performance) in 2024 looks like;
- Is dynamic and flexible and wants to move and grow with us in ensuring that the services and supports we offer to the sector are second to none.

Function and Role:

The duties associated with the position of **Operations & Programme Coordinator** will include, but will not be limited to, the following:

ARTISTS SUPPORTS & ADMINISTRATION

- Work with ITI's Executive and Programme Manager to research, develop, deliver, and evaluate new and existing artist supports and artform development programmes in line with ITI's strategic objectives within agreed timelines and set budgets
- Act as a first point of contact within the organisation for artists;
- Work directly with the Director and Programme Manager to deliver ITI's Artist Supports including Information Clinics, project support, workshops, and administrative assistance;
- Schedule, allocate and run Artists Information Clinics on project development and funding applications etc.;
- Support the Programme Manager on artists' callouts, bursaries, residencies, and event management for networking/showcase events;
- Work with the Director on International Theatre eXchange to coordinate pitching artists and tickets for visiting presenters;
- Office Administration/Reception, managing daily queries (phone, email, web, in-person);
- Building management, coordinating the day to day running of the building/public spaces, scheduling and managing artists' use of the space, liaising with cleaners and suppliers with the General Manager;
- Web site updating and content management, supporting the ITI Communications Manager;
- Representative at industry webinars, training sessions and sectoral events.

PLAYOGRAPHY

- To work as Playography Researcher supporting the Playography Editor in data collation and inputting;
- Support Playography's online resource (technical and content);
- Assist the Editor in convening Playography Advisory Panel meetings, issuing papers and agenda, and note-taking;
- Supporting Phelim Donlon Playwright's Bursary/Residency (call out, shortlisting for final panel);
- Assisting in managing Playography archive and documentation.

Person Specification:

Previous experience in a similar role is advantageous, but not essential.

Experience in making, producing, or presenting theatre / performance is essential.

Applicants must be eligible to work in the Republic of Ireland.

Ideally the **Operations & Programme Coordinator** is, or fully understands what it is to be, a theatre artist and possesses the necessary administrative skills required for this important position.

Essential:

- A deep passion for the arts and working within an arts organisation;
- Minimum of two years of cultural (theatre or performance) or other relevant or equivalent experience;
- Track record of artists' supports work / knowledge and excellent customer care;
- Knowledge and experience of the theatre sector, 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;
- Ability to plan, organise and lead projects, to work independently and to deadlines;
- Proven excellent organisational and interpersonal skills and excellent ICT skills including Word, Excel, Database software etc.

Desirable:

- Understanding of websites and AV equipment is positive but not required;
- Experience in dealing with individuals seeking project development support and advice;
- a suitable qualification in culture or events is not essential but could be beneficial.

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 rosullivan@irishtheatreinstitute.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.

Position summary:

Contract Offered:	One year, fixed term.
Contract Terms:	52-week contract, full time. Candidates must be eligible to work in the EU.
Rate of Pay:	€28,000 to €32,500 per annum.
Annual Leave:	21 days plus Statutory Public Holidays
Pension:	An employer contribution of 4% of salary will be made to an agreed pension savings scheme subject to the individual contributing a percentage.
Responsible to:	General Manager and ultimately to ITI Director / CEO
Location:	Irish Theatre Institute, 17 Eustace Street, Temple Bar, Dublin 2.
Reward / recognition:	All ITI employees participate in a performance review and appraisal process annually. Other benefits include Employee Assistance Programme, Cycle to Work Scheme, TaxSaver Commuter Ticket Scheme for public transport, access to certified training and opportunities for professional development.
Application:	Please apply with your CV (no more than three pages) listing two referees and a cover letter outlining how your skills, interests and experience meet the requirements of this post.

Please email these documents to **Richie O'Sullivan, General Manager**
recruitment@irishtheatreinstitute.ie

Deadline: **12.00 noon 7th March 2024**
Interviews to be held on Tuesday 12th and Wednesday 13th March 2024