



IRISH THEATRE INSTITUTE
creating opportunities abroad strengthening resources at home



IRISH THEATRE INSTITUTE SEEKS TO APPOINT Safe to Create Project Manager (Maternity Cover)

Irish Theatre Institute (ITI) is seeking an enthusiastic and motivated individual to join our team.

Position:	Safe to Create Project Manager (Maternity Cover)
Contract Offered:	34-week contract, full-time with potential extension of up to 16 weeks Candidates must be eligible to work in the EU and onsite in Dublin City.
Rate of Pay:	€35,000 to €40,000 euros per annum (pro-rata).
Responsible to:	Working with and reporting to ITI Director / CEO

About Us

The Irish Theatre Institute (ITI) is a national resource organization dedicated to nurturing, supporting, and developing theatre by building capacity, content, and engagement. Through national and international collaborations, ITI maximizes opportunities for theatre artists, serves as a steward of Irish theatre heritage, and acts as a catalyst for positive change in the sector. Our work supports the theatre industry through a blend of in-person and online programmes designed to keep theatre vibrant, relevant, and impactful.

About Safe to Create

Safe to Create is Ireland's national Dignity at Work Programme for the arts and creative sectors. It was established to foster cultural, behavioural, and systemic change to create safer, more respectful work environments. Managed by ITI in partnership with the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, the Arts Council, Screen Ireland, and Minding Creative Minds, Safe to Create aims to eliminate harmful behaviours in the workplace, including bullying, harassment, and discrimination.

The programme supports artists and arts workers by offering training, information, compliance, resources, and victim support services in reporting, counselling, and legal advice.

The Role

As the Safe to Create Project Manager, you will be central to ITI's mission to promote a safe, inclusive arts environment. We are looking for a proactive, organized individual to lead the programme's development and implementation, driving impactful outcomes across the sector.

Key Responsibilities:

- **Project Planning and Management:** Oversee the Safe to Create project, managing all aspects from initial planning to monitoring and evaluation, ensuring alignment with Safe to Create's strategic goals.
- **Stakeholder Engagement:** Cultivate and maintain relationships with arts organisations, artists, funding bodies, and industry partners, encouraging collaboration and adoption of best practices.
- **Training and Development:** Coordinate with training partners, assist in designing training modules, and oversee workshops and resources focused on workplace dignity, inclusivity, and mental health.
- **Compliance Monitoring:** Implement a tracking system for Safe to Create standards, ensuring partner organisations engage meaningfully with the initiative.
- **Communications Management:** Develop and manage comms with the Communications Manager, including stakeholder updates, promotional materials, and reports to enhance awareness and engagement.



IRISH THEATRE INSTITUTE

creating opportunities abroad strengthening resources at home



- **Budget and Reporting Management:** Oversee the project's budget and ensure efficient resource allocation, timely financial reporting, and active pursuit of additional funding opportunities.

Role Functions

Your duties as the Safe to Create Project Manager will include:

1. **Strategic Planning:** Support the overall strategic direction and management of the Safe to Create programme.
2. **Advocacy:** Act as a visible advocate for systemic and cultural change, raising the programme's profile within the arts sector.
3. **Communications Support:** Work alongside the ITI Director, Communications Manager and external consultants to design targeted communications for stakeholders, as identified by the Project Working Group, to foster awareness and engagement.
4. **Website Management:** Oversee the Safe to Create website, in collaboration with the Communications Manager, as a key resource for the programme.
5. **Event Coordination:** Manage events, including programme workshops, stakeholder meetings, sectoral presentations and official launches.
6. **Research Coordination:** Collaborate with the Safe to Create Research Team on design and roll-out of studies and ensure effective dissemination of research outputs.
7. **Stakeholder Relations:** Support the Director in maintaining relationships with the Project Working Group and external stakeholders.
8. **Contractor Coordination:** Manage relationships with designers, publicists, consultants, training providers and other contractors.
9. **Report Compilation:** Prepare and collate reports and information as required for stakeholders and the Project Working Group.
10. **Financial Oversight:** Assist the Director and General Manager in budget management, adhering to guidelines set by the Project Working Group.

Person Specification

Essential Skills and Experience:

- **Arts Sector Experience:** Insight into, and between 3 – 5 years' experience of working in, the Irish arts sector, ideally across two or more art forms, with an understanding of the challenges faced by artists and arts organisations.
- **Project Management:** Proven ability to manage complex projects with strong planning, coordination, and problem-solving skills.
- **Workplace Dignity and Inclusion Knowledge:** Familiarity with workplace dignity principles, inclusivity, and mental health practices.
- **Stakeholder Engagement:** Strong communication and relationship-building abilities, with experience collaborating with diverse stakeholders.
- **Training Coordination:** Experience in organizing or delivering training sessions on dignity, inclusivity, or mental health.
- **Budget Management:** Competence in budgeting, resource allocation, and financial reporting.
- **Public Speaking:** Confidence delivering presentations and public engagements.
- **Effective Communication:** Strong written and verbal skills to communicate programme impact and maintain stakeholder engagement.



IRISH THEATRE INSTITUTE

creating opportunities abroad strengthening resources at home



Desirable Skills and Experience:

- **Change Management:** Ability to guide organizations in adopting new practices, with experience in organisational change or advocacy.
- **Policy and Compliance Knowledge:** Understanding of sector policies and compliance standards related to workplace conduct.
- **Analytical Skills:** Ability to analyse compliance data and apply insights to enhance project impact.
- **Fundraising and Grant Writing:** Experience in securing funding and drafting grant applications to support programme growth.

Equal Opportunities

The Irish Theatre Institute values diversity and encourages applications from candidates of all national, ethnic, or cultural backgrounds, including Asian, Black, Traveller, minority ethnic, refugees, people with disabilities, working-class, and LGBTQIA+ individuals.

Access Support: ITI offers accessible application options and formats. Please contact us at recruitment@safetocreate.ie for support or to discuss alternative submission formats, such as video.

Access Support for Employees: Upon hiring, we conduct an access requirements audit as part of the induction process to ensure your needs are met.

Position summary:

Contract Offered:	34-week contract, with possible extension of up to 16 weeks
Contract Terms:	Fixed term - full time. Candidates must be eligible to work in the EU and onsite in Dublin city centre.
Rate of Pay:	€35,000 to €40,000 euros per annum (pro-rata).
Commencement:	18 th March to 7 th November 2025 (with possible extension of up to 16 weeks)
Annual Leave:	14 days plus Statutory Public Holidays – (Pro rata based on annual allowance of 21 days)
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:	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 submit your CV (maximum 3 pages) with two referees and a cover letter outlining how your skills and experience align with this role.

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

Deadline: 12.00 noon on 13th December 2024
Interviews to be held on Tuesday 17th or Wednesday 18th December 2024
Start date 18th March 2025