



**IRISH THEATRE INSTITUTE**

creating opportunities abroad **strengthening resources at home**

## **IRISH THEATRE INSTITUTE SEEKS TO APPOINT** **The role of Programme Manager**

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

<b>Position:</b>	Programme Manager
<b>Contract Offered:</b>	2-year, full-time contract
<b>Location:</b>	Dublin City Centre, candidates must be eligible to work in the EU
<b>Rate of Pay:</b>	€36,000 to €40,000 per annum
<b>Responsible to:</b>	Director/CEO, Irish Theatre Institute

### **About Us:**

Irish Theatre Institute (ITI) is a leading national resource organisation dedicated to supporting and developing theatre in Ireland. We provide essential resources, training, and opportunities to theatre professionals, ensuring the sector remains vibrant and impactful. Through a blend of national and international collaborations, we advocate for theatre artists, amplify Irish theatre on the world stage, and foster a dynamic environment where creativity and inclusivity thrive.

### **Role Overview:**

The Programme Manager is a vital role within ITI, responsible for the design, delivery, and management of our artist support programmes. This individual will have a keen understanding of the needs of theatre artists and the ability to execute initiatives that nurture professional growth, increase visibility, and provide opportunities for creative development. The role demands excellent project management skills, an understanding of the theatre sector, and a passion for supporting artists throughout their careers.

### **Key Responsibilities:**

#### *Artist Support & Programme Development:*

Work closely with the Director and General Manager to develop and implement ITI's artist support programmes, including:

- **Six in the Attic Programme:** A year-long mentorship initiative for theatre artists, providing professional guidance and support for the creative process.
- **Artists Information Clinics:** give career advice and practical resources for theatre artists.
- **CoisCéim Residencies:** Support and manage residency programmes designed to give theatre artists dedicated time and space for creative development, particularly in movement-based practices.
- **Phelim Donlon Bursary & Residency:** Oversee the administration of this bursary, which supports a playwright with the time and resources to start writing a new play.
- **Gap Exchange 2:** a bi-annual international arts practice exchange for theatre artists with a performance practice.
- **& Other Programmes:** Contribute to the development and management of additional initiatives such as the ITI Ambassadors workshops and meetings, ITI Diversity and Access Council meetings and other professional practice development supports for artists.

### *Platforming & Advocacy:*

Lead the project management of key ITI platforming events in collaboration with Culture Ireland and other partners:

- **Information Toolbox:** A key event during the Dublin Fringe Festival, offering theatre artists essential tools and national/international industry connections.
- **International Theatre Exchange:** Held during the Dublin Theatre Festival, facilitating exchanges between Irish and international theatre professionals.
- **Meet the Irish in Edinburgh & New York:** Assist with these international events that showcase Irish theatre to global audiences and industry professionals.
- Oversee all event logistics, including travel, accommodation, venue selection, catering, and documentation.
- Manage event budgets, ensuring financial targets and reporting responsibilities are met.

### *Finance and Management:*

- Assist with grant writing, reporting, and pitching for funding opportunities.
- Manage programme budgets, track expenses, and report on financial performance.
- Contribute to the smooth daily operations of ITI, supporting administrative tasks and liaising with artists and stakeholders.
- Deputise for the General Manager and Operations Co-ordinator, managing bookings and assisting with office duties.
- Represent ITI at external events and advocate for the organisation's work.

### **Essential Skills & Experience:**

- **Arts Sector Experience:** A minimum of 3–5 years in the arts sector, and a strong understanding of the role, ecology and issues for theatre artists and arts organisations.
- **Project Management:** Proven experience in managing complex projects with excellent planning, coordination, and problem-solving skills.
- **Stakeholder Engagement:** Strong communication and relationship-building skills, with experience working alongside diverse stakeholders.
- **Budget Management:** Demonstrated ability to manage budgets, resource allocation, and financial reporting.
- **Event Coordination:** Experience in organising events, liaising with venues, suppliers, and artists.
- **Public Speaking & Communication:** Comfortable with public speaking and delivering presentations, alongside strong written communication skills.
- **Commitment to Inclusion:** A good understanding of workplace dignity, inclusivity, and mental health practices.

### **Desirable Skills & Experience:**

- **Fundraising & Grant Writing:** Experience in securing funding through grant applications.
- **Digital Proficiency:** Familiarity with digital platforms and content management systems.
- **Existing Networks:** A strong network within the Irish or international theatre community is an advantage.

### **Equal Opportunities:**

ITI values diversity and encourages applications from candidates of all national, ethnic, and 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@irishtheatreinstitute.ie](mailto:recruitment@irishtheatreinstitute.ie) for support or to discuss alternative submission formats, such as video.

**Position Summary:**

Contract Offered:	2-year contract, with the possibility of extension for a further two years.
Rate of Pay:	€36,000 to €40,000 per annum (pro-rata).
Location:	17 Eustace Street, Temple Bar, Dublin 2. <i>Please note</i> - this position requires onsite work in Dublin City Centre, with the option for remote working one day / week over seven months of the year
Annual Leave:	21 days plus statutory public holidays.
Pension:	Employer contribution of 4% to a pension savings scheme (subject to individual contribution).
Benefits:	Employee Assistance Programme, Cycle to Work Scheme, TaxSaver Commuter Ticket Scheme, access to certified training, and professional development opportunities.

**Application Process:**

To apply, please submit your CV (maximum 3 pages) with the names of two referees and a cover letter (maximum two pages) outlining how your skills and experience align with the role.

Please email your application to Richie O'Sullivan, General Manager, at [recruitment@irishtheatreinstitute.ie](mailto:recruitment@irishtheatreinstitute.ie)

**Deadline:** 12.00 noon on 6<sup>th</sup> January 2025

**Interviews:** 20<sup>th</sup> and 21<sup>st</sup> January 2025

**Start Date:** 26<sup>th</sup> February 2025.