



IRISH THEATRE INSTITUTE

creating opportunities abroad **strengthening resources at home**

JOB DESCRIPTION

Position: Programme Coordinator

Salary: €32,000 (p/a - pro rata)

Irish Theatre Institute (ITI) wishes to appoint a Programme Coordinator on a one year fixed-term contract to work on a busy programme of events, information provision, artist services and supports. As Programme Coordinator of Irish Theatre Institute, you are a vital member of our management and administrative team. You have a passion for theatre and want to work with a team that has the needs of the artist and artform development at its core. You are well connected and knowledgeable about the performing arts and theatre in Ireland and have a clear sense of what the cultural landscape in 2018 looks like. You love the details, you are dynamic and flexible and want to move and grow with us in ensuring that the services and supports we offer to the sector are second to none. You will work on multiple programmes with a number of stakeholders to encourage collaboration, professional exchange and national and international showcasing.

ITI is a resource organisation for the professional theatre sector that nurtures, promotes and drives the ambition of Irish theatre makers and Irish theatre, from its grassroots beginnings to its presentation on the world stage. ITI is funded by the Arts Council with project support from Culture Ireland, Dublin City Council and Foras na Gaeilge. We seek to maximise creative opportunities and resources for performing artists and producers across theatre in an all Ireland and international context.

Contract offered: One year, fixed-term

Please apply with your CV listing three references (preferably with email addresses) and a cover letter outlining how your skills, interests and experience meet the requirements of this post.

Please email these documents to Eláine Donnelly, General Manager edonnelly@irishtheatreinstitute.ie

Deadline for applications: 5pm, Wednesday 21st February 2018

Interviews to be held Wednesday 7th March 2018



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See *Duties and Responsibilities* and *Skills/Competencies* below for further details.

Programme Coordinator Duties and Responsibilities:

The duties associated with the position of Programme Coordinator will include, but will not be limited to, the following -

- Work with ITI's Executive and General 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 with the organisation for artists and presenters and work directly with stakeholders to deliver ITI's suites of Artist Supports including Information Clinics, project support, workshops and administrative assistance.
- Assist in administering and managing events including, but not limited to, ITI's flagship networking events Information Toolbox (September) and the International Theatre eXchange (October) to include: scheduling, venue negotiation, budgeting, catering, equipment hire, coordination of suppliers, staff and volunteers and delegate travel.
- Work with the General Manager and Playography Researcher/Editor on ITI's on-line resources in particular *PlayographyIreland* and IRISHTHEATRE.ie to deliver up to date information, and assist with queries and information requests.
- Contribute efficiently to the daily activities of ITI and the smooth running of the organisations' base at 17 Eustace Street, Temple Bar, Dublin D02 F293.
- Assist in the promotion and marketing of ITI activities by developing and updating ITI's offline and online presence (websites and social media) to showcase activities, projects and events.
- Identify funding and partnership opportunities for ITI, nationally and internationally, and feed into application processes towards securing funding for future projects.
- Act as a representative for the organisation as required and prepare reports as necessary.
- Ensure full compliance with and promotion of ITI's health and safety requirements and legislation for equal opportunities and Child and Vulnerable Adult Protection.

IRISH THEATRE INSTITUTE, 17 Eustace Street, Temple Bar, Dublin D02 F293, Ireland

T + 353 1 6704906 /6704908 | E admin@irishtheatreinstitute.ie | www.irishtheatreinstitute.ie



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Skills/Competencies required:

Applicants must be a team player and be flexible with the ability to respond to the challenge of meeting deadlines, and have -

- an interest in and knowledge of professional theatre including national and international theatre production and touring;
- relevant professional administrative experience of three years or more;
- strong organisational skills, an ability to work on one's own initiative and in an evolving and pressurised environment;
- excellent written and verbal communication and presentation skills for a variety of audiences with excellent attention to detail;
- a high level of computer literacy and knowledge of all Microsoft Office packages including desktop publishing and Excel reporting (experience and knowledge of website and CMS development will be an advantage);
- a proven ability to manage budgets, plan and prioritise workloads;
- a proficiency in the Irish language is desirable but not essential.

All applications will be **acknowledged by email**. If you apply and do not receive an email please contact us to ensure your application has reached us safely.