

Post: Programme Coordinator  
Contract: Seasonal. 6 months (mid May - end October 2023)  
Reporting to: Director of Programme and Production  
Location: Festival House, 12 Essex Street East, Temple Bar, Dublin 2, DO2 EH42.

### **Background**

Established in 1957, Dublin Theatre Festival is an annual event that brings together artists, theatre-makers and audiences from across Ireland and around the world. At the heart of the festival is Dublin – its people and its stories – and a commitment to contributing to the vibrant social and cultural landscape of our capital.

Throughout the 18-day festival performances take place in venues and locations across Dublin. Our programme incorporates theatre, music, dance and family events as well as artist talks, public discussions and artist development programmes. We present classic plays by celebrated companies and artists alongside work by exciting, emerging theatre-makers from home and abroad. The spirit of the festival lies in the people who engage with us and we aim to create rewarding experiences for the time we spend together.

### **Position Profile**

The Programme Coordinator is responsible for the administration of the Programme and Production department and supports the Festival's programming function throughout the programming cycle. They work closely with the Director of Programme and Production and Production Manager to ensure the smooth delivery of the Festival's programme.

We're looking for a process-orientated individual who is looking to build on their experience and gain an insight into company and festival management in one of the biggest festivals in Ireland.

### **Duties and Responsibilities**

#### **Administration**

- Finance
  - Maintaining Programme and Production expenditure records.
  - Management of Service Provider and Supplier purchase orders and invoicing.
  - Management and reconciliation of petty cash and any other cash payments.
  - Liaison with accounts on Programme and Production payments and settlements.
  - Reconciliation of Programme and Production expenditure with accounts.
- Licencing
  - Manage immigration requirements of international participants including visa applications and liaison with Irish Embassies and Immigration Authorities.
  - Manage work permissions for international participants where required.
  - Manage International Author's Rights arrangements with relevant collection agencies where required.
  - Manage Music Rights declarations and returns with IMRO.
  - Manage Theatre Licencing for Young Persons applications and Garda Vetting applications where required.

#### **Programme**

- Information Management
  - Compile and maintain Festival programme database.
  - Assist with compiling database for Festival programme contracts.
- Assisted Performances

- Coordinate scheduling of assisted performances with participating companies and partner presents
- Recruit and liaise with service providers.
- Festival+
  - Assist with the scheduling and management of the Festival+ programme including post-show works in progress, Q&A's and critical events
- Logistics
  - Coordinate travel arrangements of international participants including budget management.
  - Coordinate freight transport arrangements of international participants including budget management.
  - Coordinate housing arrangements of international participants including budget management
  - Coordinate ground transport arrangements of international participants including budget. Management.
  - Compile and maintain Logistics database.
- Artist Liaison
  - Compile and distribute local information briefing documentation to international participants.
  - Liaison between other Festival departments and participating artists and companies.
  - Oversea assembly and distribution of artist packs.

#### **General**

- Other duties and responsibilities as agreed with the Director of Programme and Production

#### **Essential skills and experience**

- Minimum of 3 years' experience in arts/event management.
- Experience in theatre producing or company/stage management.
- Experience in finance management and reporting.
- Fluent English with excellent communication skills.
- Excellent organisational and administrative skills.
- Proficiency in Microsoft Office including Excel.

#### **Desirable**

- Interest in the performing arts.
- Relevant third level qualification or equivalent.
- Knowledge of the Irish performing arts sector.
- Knowledge of the International performing arts sector.
- Knowledge and experience of relational database software.
- Full Driving Licence for a minimum of 2 years.

#### **Contract**

Seasonal. 6 months (mid May - end October 2023). Immediate start preferable but not essential.

#### **Salary**

€30,000-34,000 per annum pro-rata, dependent on experience

#### **Hours of Work**

The post is full-time, 40 hours per week. During the 3 week Festival period, the Programme Coordinator will be required to work outside these hours, including evenings and weekends.

#### **Application Process**

Applicants are invited to submit:

- A detailed Curriculum Vitae outlining all relevant experience
- A letter of application indicating why you are interested in the role

- Contact details for two professional referees

**Submissions**

Applications will be accepted by email only and should be submitted to Eve Lalor, General Manager by e-mail at [eve@dublintheatrefestival.ie](mailto:eve@dublintheatrefestival.ie)

**Closing Date**

The closing date for receipt of all applications is 12pm on Thursday 27 April.

**Interviews**

Interviews will be held on 5 May. Applicants selected for interview will be expected to make themselves available on this date.

**Confidentiality**

The festival acknowledges applicants' need for privacy and will take all necessary steps to ensure all applications and interviews are handled confidentially.

**Further information**

Enquiries in strictest confidence to Eve Lalor, General Manager by e-mail at [eve@dublintheatrefestival.ie](mailto:eve@dublintheatrefestival.ie)

Dublin Theatre Festival is an equal opportunity employer and welcomes applications from all sections of the community. Dublin Theatre Festival is funded by the Arts Council.