

# **ROUGH**

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# **MAGIC**

## **Associate Producer – Full Time Position at Rough Magic**

Rough Magic is one of Ireland's leading theatre producers and a significant mentor to emerging artists. Founded in 1984, Rough Magic is recognised both as an independent creative entity and a valued institution, covering international contemporary work, world classics and new Irish writing.

Our Strategy 2023-2025 can be read on our website by following [this link](#).

We are seeking an Associate Producer to support the delivery of our ambitious programme as part of our small, dedicated team, focusing on fundraising, production and public engagement.

This role is envisioned to be full-time and will largely be based in our Dublin City Centre offices, but we are open to part time/flexible/working from home arrangements for the right candidate.

The contract will be for one year, with a view to extension, pending funding. Annual Salary will be between €36.4k to €41.6k (pro rata), commensurate with level of experience. Rough Magic is an equal opportunity employer and would welcome candidates that represent Irish theatre workers in all their diversity - particularly from communities which are currently underrepresented in our industry.

### **Job Description**

The Associate Producer will work alongside the Rough Magic management team and will play a vital role in all aspects of company operation and strategy.

Duties of the role include but are not limited to:

- Working closely with the Artistic Director, Executive Director and Producer, and our freelance colleagues on all aspects of Rough Magic's operation
- Leading fundraising initiatives, sourcing contacts and devising strategies
- Working with the Executive Director to expand our Patrons scheme
- Working with the Producer in the running and reconciliation of production budgets
- Liaising with creative teams, production managers, line-producers and production coordinators, artists and technicians
- Devising press and marketing strategies with the Producer
- Playing a role in delivering long-term company strategy and promoting public awareness of the Rough Magic brand
- Taking part in creative conversations within the company
- Managing the company's social media activity

- Booking accommodation and travel on touring productions, liaising with staff in host venues
- Working with the Rough Magic team and production members to uphold company policies including, but not limited to, health and safety and dignity in the workplace
- Attending performances, training, conferences and other events, as necessary
- Working with the Rough Magic management and production teams to uphold health and safety standards in the office during production and while on tour

### **Key Requirements of Role**

The successful candidate will have a minimum of 2 years' experience of making theatre, or those with transferable skills from experience in other areas such as fundraising or marketing, which can include at graduate or emerging level, and will have:

- The capacity to learn quickly and take the opportunities to upskill provided by the company
- An ability to think creatively in development and fundraising activity; good public engagement skills and awareness
- Excellent communication and writing skills
- Basic digital design skills would be desirable
- Familiarity with social media platforms
- A working knowledge of production contracts and venue agreements
- Experience in setting objectives and production logistics
- Excellent administrative skills, with strong proficiency in Excel and Word
- Excellent interpersonal skills
- The ability to multi-task across a busy production schedule, managing priorities across long and short-term objectives
- An understanding of Rough Magic's ethos, and a working knowledge of the Irish theatre sector
- Experience of working with artists
- Flexibility for varying working hours when the company is in production
- The facility to travel with productions when required
- The ability to exercise professional courtesy and discretion and maintain confidentiality

### **Person Specification:**

The successful candidate will be a personable, dynamic, flexible, hardworking and enthusiastic individual who is comfortable working within a small team to create high-level performance, and building relationships with patrons, artists and audiences.

### **Qualifications & Experience**

- Knowledge of MS Office packages Word, PowerPoint, Excel

- Knowledge of Mailchimp, Canva and/or other digital design platforms would be desirable
- Working knowledge of social media communications

### **Application Details**

Please provide:

- A cover letter detailing your suitability for the role
- An up-to-date CV
- Contact details for 2x referees (referees must be willing to be contacted)

Please email your application to [info@roughmagic.ie](mailto:info@roughmagic.ie) by 5pm (Irish Time) on Friday 14<sup>th</sup> March

Please use “Associate Producer Position” as part of your email subject line.

Rough Magic is supported by The Arts Council / An Chomhairle Ealaíon