

ARTISTIC DIRECTOR & CEO CANDIDATE INFORMATION BOOKLET 2024



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DUBLIN
THEATRE
FESTIVAL

ABOUT DUBLIN THEATRE FESTIVAL

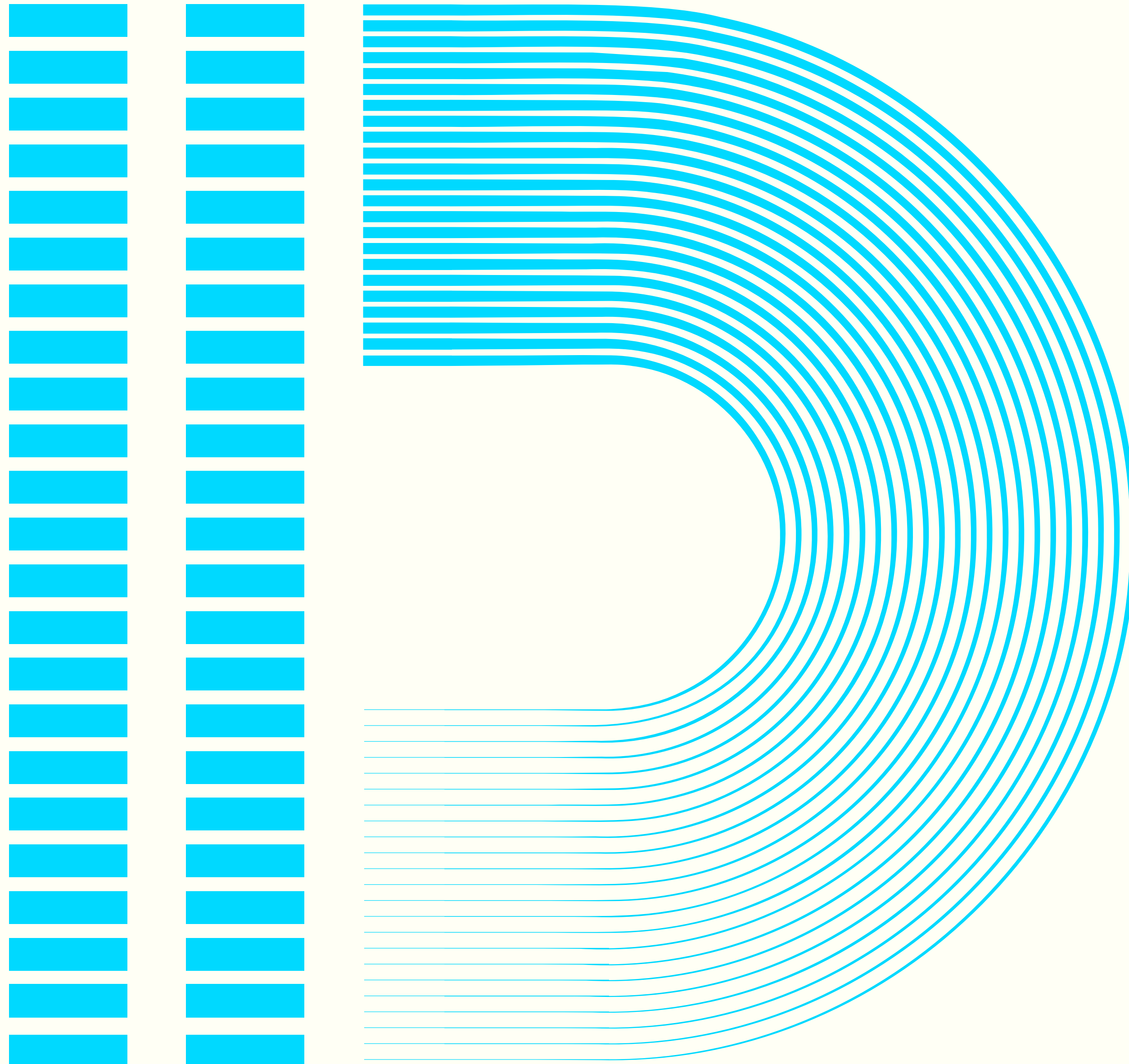
Dublin Theatre Festival is seeking an exceptional leader to fill the post of Artistic Director & CEO.

BACKGROUND

Established in 1957, Dublin Theatre Festival (DTF) is a curated festival bringing world class performances to Dublin, supporting artists in creating outstanding work and provides a platform to showcase the best of Irish theatre to the world. DTF is the premier festival in the capital city and plays a pivotal role in the theatre landscape developing and showcasing the best artists from across the globe. At the heart of the festival is the city – its people and its stories – and a commitment to the vibrant social and cultural life of Ireland’s capital

Our mission is to present a programme of exceptional theatrical experiences that appeal to the diverse communities that make up the city. Our programme incorporates theatre, music, dance and family events as well as artist talks, public discussions and artist development initiatives.

The festival programme usually runs from the last Thursday of September for 18 days. In 2024 Dublin Theatre Festival launched a [visionary 2024-2027 strategy](#) laying out our ambitions and goals for the next three years. Dublin Theatre Festival is ready for a new chapter with a bold, fearless new leader at the helm.



2023 FESTIVAL IN NUMBERS

- 333 performances in 21 venues, welcoming 39,880+ audience members.
- 47 Presentations, 15 world premieres, with a further 20 Dublin premieres.
- 205 artists and arts workers involved in shows.
- 100+ volunteers engaged.
- Achieving 100% box office target.
- Our annual turnover ranges between €1.8million to €2.4million, dependent on programme.

Latest annual accounts are [here](#)

ORGANISATIONAL STRUCTURE

Dublin Theatre Festival CLG is governed by a voluntary [Board of Directors](#) (Chair, Úna Carmody). The organisation is managed by a year-round core staff of 8, supported by a part-time Bookkeeper and part-time Production Manager. The Artistic Director & CEO has three Department Heads directly report to them — General Manager, Head of Marketing and Development and Director of Programme and Production. At festival time 20-25 seasonal administrative and project staff join the team onsite at Festival House and circa 30 production personnel are engaged mainly offsite. Seasonal roles cover marketing, sales and production between June and October.



ABOUT THE ROLE

JOB TITLE

Artistic Director & CEO

REPORTING TO

Board of Directors

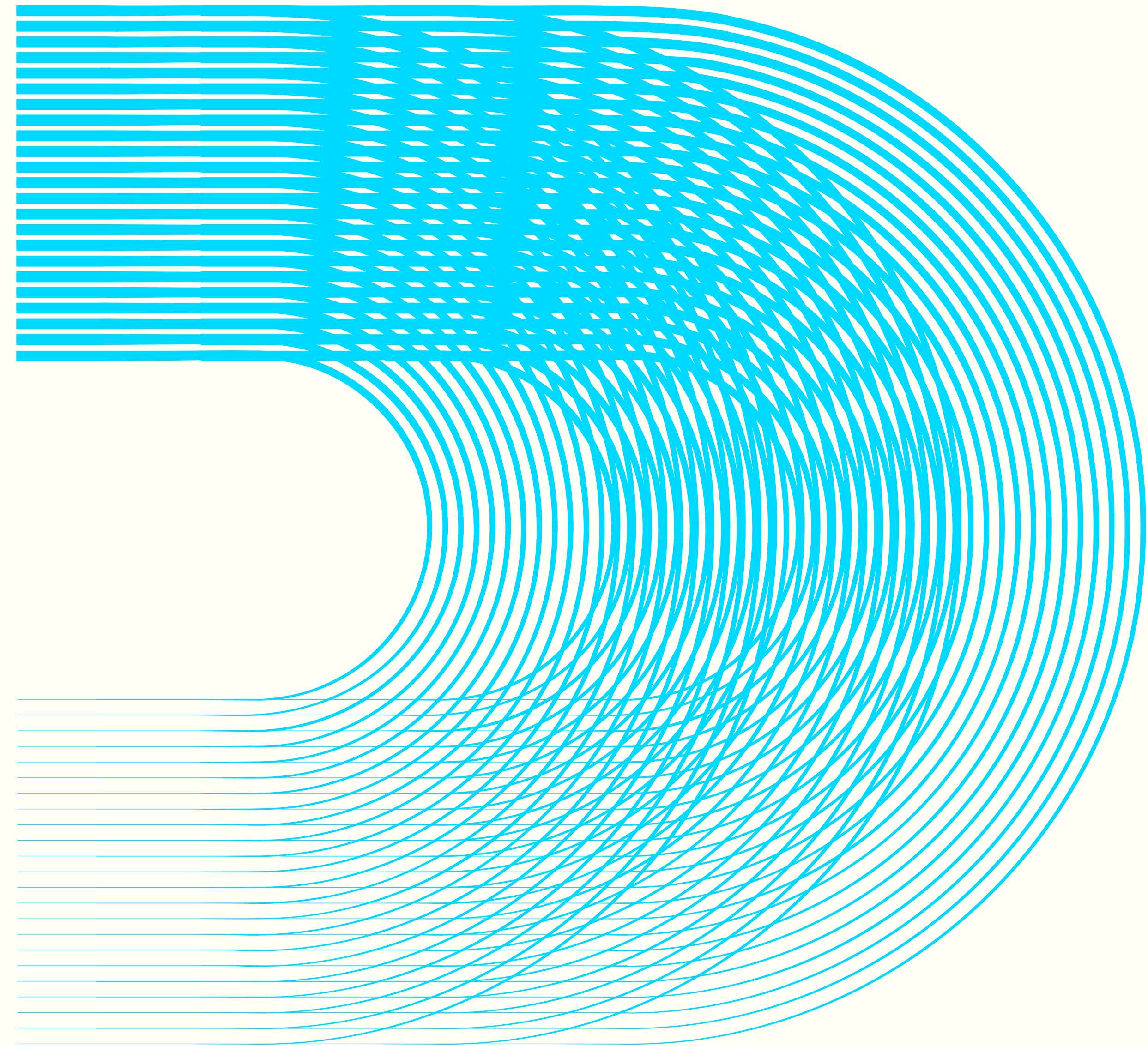
JOB PURPOSE

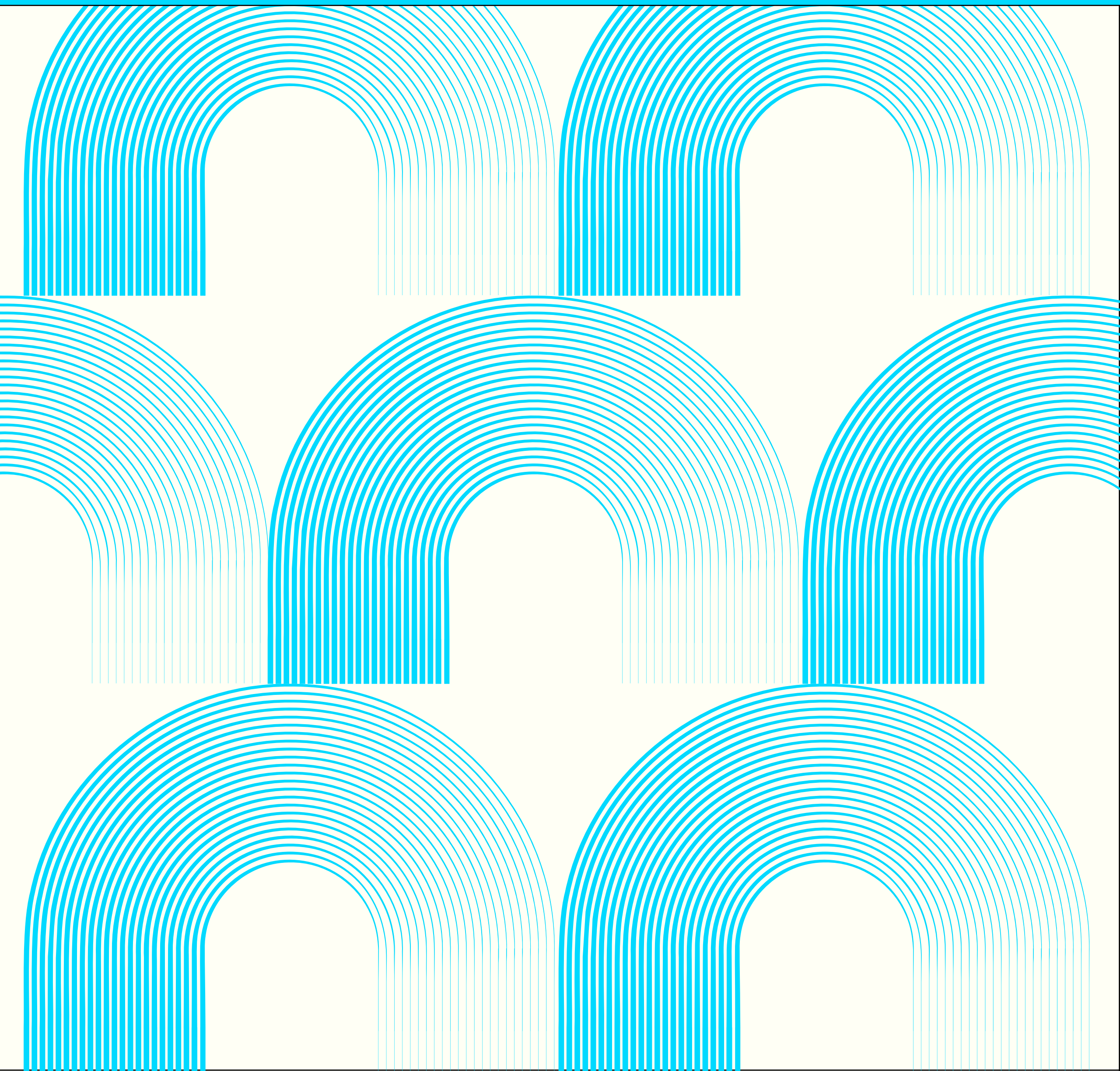
Working with a broad range of partners, in the city and beyond, theatre, arts, community and business sectors, the Artistic Director & CEO of the Dublin Theatre Festival leads the organisation in all its aspects: strategic, artistic, operational, and financial. In this nationally significant role, they lead and develop Dublin Theatre Festival as one of the pre-eminent Irish arts festivals and enhance the festival's reputation and profile nationally and internationally. The Artistic Director & CEO is required to be ambitious in all aspects of the Festival's operations and to lead a dynamic and curious team to continuously improve.

DUTIES AND RESPONSIBILITIES

- Curate a festival of artistic ambition showcasing excellence and reflecting the contemporary artform as well as resonating with audiences and having reach and impact in the city and beyond
- Attract international companies and artists to the festival with an annual programme that spans theatre and related artforms (such as film, dance, opera and music) and which speaks to and complements Irish work, satisfying audiences and developing the theatre artform
- Commission and develop Irish work and act as an imaginative leader in Irish theatre
- Provide a dynamic balance between international and Irish content and present premieres and presentations
- Deliver events that people look forward to, art in public places and unique experiences that create a festival atmosphere in the city and enhance profile and reach
- Collaborate closely with production teams to maintain high production standards and uphold the artistic integrity of all festival events
- Create and implement long-term artistic plans that foster growth in programme and audience, sustainability, and artistic excellence

- Create opportunities to nurture and support emerging artists
- Maintain strong and mutually rewarding year-round relationships with the artistic community within Dublin and internationally
- Collaborate on a year-round basis with partner organisations
- Support the development of artists through initiatives new and existing such as the creation of residencies at Festival House, offering subsidised studio space, mentoring and financial support
- Create and implement a methodology to assess the success of artistic programmes through audience feedback, peer review, critical reviews, and internal evaluation
- Implement changes and improvements based on feedback to facilitate artistic development



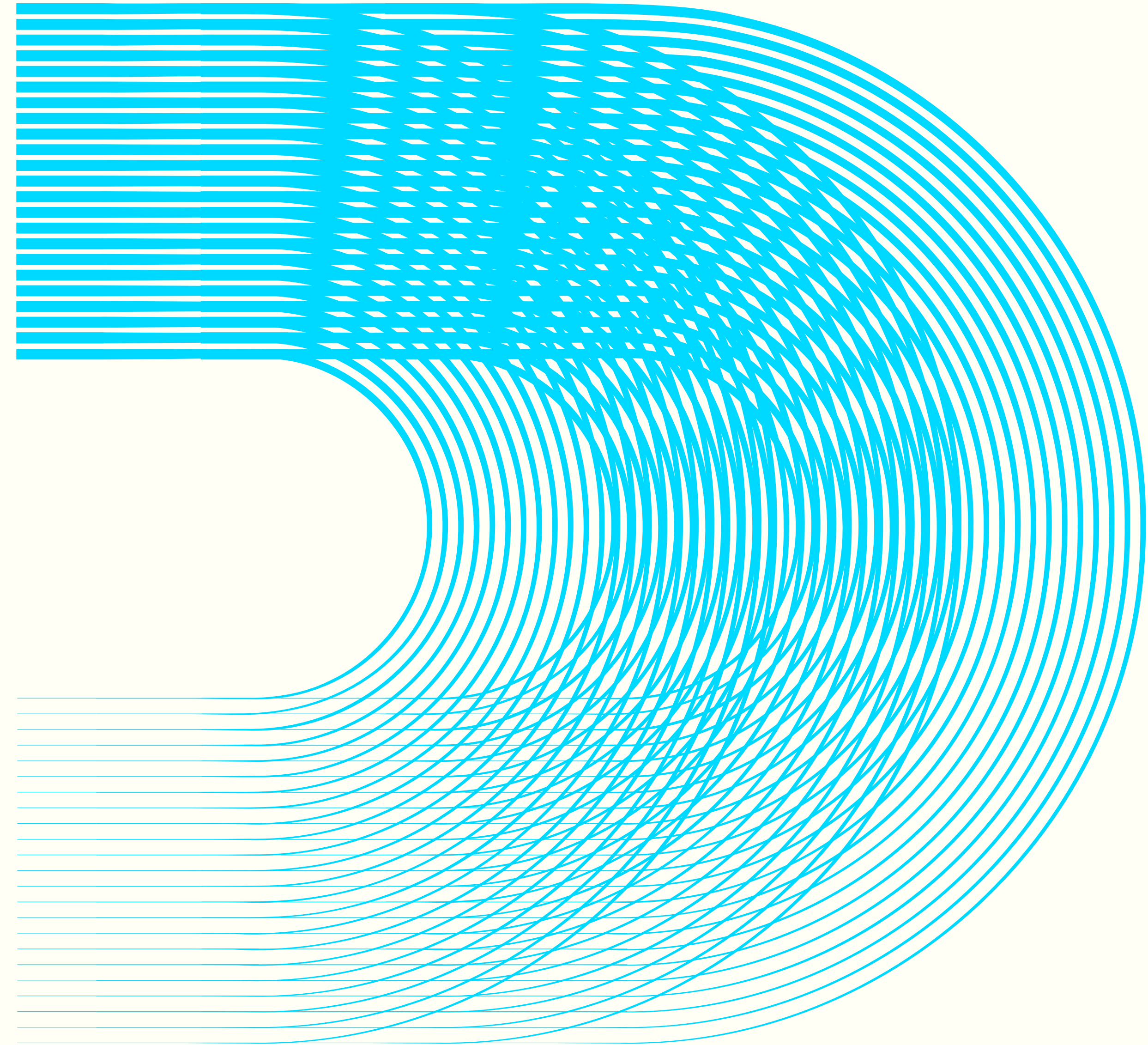


- Raise the profile of DTF by enhancing its profile with a highly visible presence across the city through marketing and communication initiatives
- Grow and develop audiences across all metrics by ensuring that the festival's programme reflects and appeals to a diverse audience, including different ages, cultures, and backgrounds
- Develop and enhance the customer experience at all stages and build and enhance audience loyalty, engagement and impact
- Develop and implement educational and outreach programs that expand the festival's reach and impact
- Sharpen focus and deepen impact with audiences by diversifying our community and venue partnerships towards a shared ambition for audience development and access programmes

- Be accountable for DTF's financial sustainability by ensuring both responsible management and that the financial model is appropriate and well-balanced
- Actively develop and maintain commercial and sponsorship opportunities and philanthropic giving revenue as a significant income stream and act as a leader and ambassador for the festival
- Ensure that public funding is maintained and enhanced and explore new sources of same
- Ensure that sustainability practices are integrated into every area of work
- Serve as the primary liaison between the Board of Directors and the organisation's staff
- Provide timely and accurate information to the Board to facilitate informed decision-making
- Work with the Board of Directors to create and assess strategic plans, identifying opportunities for improvement while meeting all of the strategic objectives
- Implement Board-approved policies and directives
- Cultivate a strong organisational culture aligned with the company's values and mission
- Ensure that the festival adheres to legal, regulatory, and ethical standards

- Oversee all full-time, part-time and seasonal staff, including direct reports and support the team in managing their direct reports
- Promote continuous learning and professional development opportunities for staff through the provision of resources for training and development programs that enhance employee skills and capabilities
- Encourage and support career growth and succession planning within the organisation
- Establish performance goals and metrics for staff at all levels
- Conduct and engage in a regular performance review process, to include 360 degree feedback, and provide constructive feedback to direct reports
- Oversee the recruitment and hiring processes for key positions within the organisation
- Ensure transparent and effective communication channels within the organisation through the facilitation of regular team meetings and other forums for open dialogue

And such other duties as may be required from time to time. The position of Artistic Director & CEO is a challenging one which requires flexibility and commitment and a sense of reward from delivery of the ambition.



PERSON SPECIFICATION

The Artistic Director & CEO is an inspiring and enterprising artistic leader, with the commitment and vision to lead one of Ireland's most important arts organisations. They possess the necessary artistic and business acumen required for this exciting position, including the following traits, skills and experience:

- Experience of programming/curation with artistic vision and ambition in an arts context
- Extensive knowledge of Irish and International theatre including current developments in form and practice
- Experience in a senior management or leadership role in the arts or a related field
- Experience of reporting to or operating at board level with knowledge of best practice in corporate governance
- Passion for developing, advocating for and growing audience engagement
- Experience of managing complex funding models, including public, private and corporate income streams

- A track record in financial management, with a healthy appetite for risk and an ability to balance the artistic & financial demands of the company
- An exceptional, entrepreneurial and imaginative approach to organisational leadership
- A collaborative, flexible and open management style based on organisational values
- A commitment to inclusion
- Knowledge of a broad range of artistic disciplines
- A fluent and socially adept communicator with the ability to lead with, and exert positive influence on, key stakeholders and policy makers



TERMS AND CONDITIONS OF EMPLOYMENT

TYPE OF CONTRACT

The position is a five-year, full-time contract.
We welcome applications from EU and non-EU citizens, and can assist with work visa enquiries

HOLIDAYS

The Artistic Director & CEO is entitled to 21 days leave pro rata, in addition to statutory and public holidays.

REMUNERATION

Salary is €87,000 per annum. DTF will match contribute up to 5% of your salary as employer's pension contribution after one year.

PROBATION

A probation period of 6 months will apply from the start of contract.

HOURS OF WORK

This is a full-time position. It is understood that the Artistic Director & CEO is expected to work such hours and days as are necessary to support the workload in question, including evening and weekend working. The role involves extensive national and international travel in relation to programming research.

HOW TO APPLY

APPLICATION CLOSING DATE
[FRIDAY 27TH SEPTEMBER 2024](#)
NO LATER THAN 5PM

FIRST INTERVIEW DATE
[THURSDAY 10TH OCTOBER](#)

APPLICATIONS SHOULD BE EMAILED TO
CAREERS@DUBLINTHEATREFESTIVAL.IE

Dublin Theatre Festival is an equal opportunity employer and welcomes applications from all sections of the community. Dublin Theatre Festival is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. We particularly encourage applications from members of groups who are underrepresented in the cultural sector. Black people, People of the Global Majority, people with disabilities, members of the Traveller community, LGBTQIA+ candidates and candidates of all gender identities are actively encouraged to apply.



CV, COVERING LETTER AND APPLICATION GUIDELINES

Applicants are invited to submit:

A CV OUTLINING RELEVANT EXPERIENCE

- Maximum of four pages focusing on your relevant experience for the role
- For recent roles, it would be beneficial to outline the number of staff members who reported to you as well as your level of budget responsibility
- Please indicate the names and positions of two referees relevant to your application. Contact details are not necessary at this stage and references will not be contacted before consulting with applicants, but names and positions held are required

A COVERING LETTER (OF NO MORE THAN THREE PAGES) WHICH OUTLINES:

- What you would bring to the role
- Why you are applying for the role
- How your skills could contribute to the next chapter of Dublin Theatre Festival's artistic future and a little about your vision
- How your skills and experience match those outlined in the Job Description and Person Specification.

Please note: All documents must be in **PDF format**.

SUBMISSIONS & CONFIDENTIALITY

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

Must have, or be willing to acquire, legal status to work in the Republic of Ireland.

Applications should be emailed to careers@dublintheatrefestival.ie

If you wish to speak with us in confidence, in advance of your submission, please contact our independent Recruitment Advisor, Cian O'Brien via cian@cianobrienarts.com for an informal, confidential discussion.

For further information about Dublin Theatre Festival and our previous programme information, please see www.dublintheatrefestival.ie

Dublin Theatre Festival is core funded by the Arts Council / An Chomhairle Ealaíon and Dublin City Council.



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 www.dublintheatrefestival.ie



@DubTheatreFest



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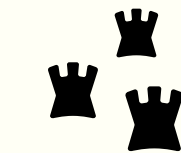


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Company Number: 17661
 CHY: 6331
 RCN: 20011291

Images

1. *Mám* by Teac Damsa — Image Credit: Ros Kavanagh
2. *The Boy Who Never Was* by Brokentalkers — Image Credit: Ste Murray
3. *One Song: Histoire(s) Du Théâtre IV* by Miet Warlop/ Irene Wool and Nitgent — Image Credit: Michiel Devyver
4. *Night Dances* by Emma Martin /United Fall — Image Credit: Leon Farrell
5. *Burgerz* by Travis Alabanza and Hackney Showroom — Image Credit: Dorothea Tuch



Comhairle Cathrach
 Bhaile Átha Cliath
 Dublin City Council

