

Executive Director/Co-CEO

Recruitment Pack

WELCOME

In 2027, The Everyman will celebrate its 130th anniversary. We are now entering a new phase with a bold strategic vision and an appetite for innovation, collaboration, and growth.

We're seeking a dynamic and commercially astute Executive Director/Co-CEO to join newly appointed Artistic Director/Co-CEO Des Kennedy in co-leading The Everyman into its next chapter. This is a rare opportunity to shape the future of one of Ireland's most treasured cultural institutions.

About The Everyman

Housed in a 650-seat Victorian theatre in the heart of Cork, The Everyman is a producing and receiving house that combines heritage with forward-looking artistic ambition. We are a creative hub that connects audiences, artists, and ideas—committed to artistic excellence, social relevance, and civic engagement.

We serve diverse audiences through a programme that spans large-scale productions, grassroots community partnerships, and national/international collaborations. As we look ahead to our 130th year, we are poised to grow our impact, reach, and ambition.

The Role: Executive Director/Co-CEO

The Executive Director will work in close partnership with the Artistic Director to provide strategic and operational leadership of The Everyman. As joint Chief Executives, both will report to the Board and share responsibility for the theatre's financial sustainability and social impact. This role is particularly focused on the theatre's financial, legal, operational, and commercial well-being to deliver the artistic vision. The Executive Director acts as senior negotiator and relationship-builder with funders, partners, co-producers, and contractors.

KEY RESPONSIBILITIES

Strategic Leadership

- Shape and implement The Everyman's long-term strategy alongside the Artistic Director and Board.
- Lead on organisational restructure alongside the Artistic Director and Board.
- Monitor performance against strategic and business plans and adapt in response to sector and societal changes.
- Champion an inclusive and ambitious organisational culture aligned with The Everyman's values.

Commercial & Financial Stewardship

- Lead on financial management, including budgeting, forecasting, and oversight of management accounts.
- Oversee income generation and commercial strategy, including bar, hires, and venue usage.
- Ensure systems are in place for finance, risk, and fiscal robustness.

Producing

- Lead on producing all major in-house productions, co-produced projects and tours.
- Work closely with the Artistic Director and producing team to manage timelines, budgets, contracts, and staffing for productions.
- Deliver artistic ambition with pragmatic, innovative producing strategies.

Fundraising & Income Development

- Lead major fundraising efforts, including trust, foundation, and corporate giving.
- Steward key funder and donor relationships alongside the Artistic Director and Board.
- Identify and secure new income opportunities that align with The Everyman's values and goals.

Negotiation & External Partnership

- Negotiate major funding agreements and manage relationships with bodies such as the Arts Council, local authorities, foundations and private donors.
- Lead in contract negotiations across the organisation, including co-productions, touring, hires, partnerships, and vendor agreements.
- Build commercial relationships with co-producers, sponsors, and investors, ensuring mutual value and long-term sustainability.

Governance & Legal Compliance

- Serve as Company Secretary, ensuring legal and regulatory compliance across all operations.
- Work with the Board to ensure robust systems are in place for good governance and informed decision-making.
- Oversee building operations, H&S, policies, insurance, and capital maintenance planning.

People & Culture

- Lead and develop the Senior Management Team, ensuring clarity of structure and purpose across departments.
- Foster an inclusive, supportive work environment with strong staff engagement and professional development.
- Uphold best practices in HR, access, and staff well-being.

Advocacy & Representation

- Act as a public spokesperson and ambassador for The Everyman.
- Represent the theatre at national and international forums, industry events, and with media and civic stakeholders.
- Build and maintain strategic partnerships across the arts, education, business, and civic sectors.

PERSON SPECIFICATION

Essential Experience

- Demonstrable leadership experience in a cultural, not-for-profit or commercial arts organisation.
- Strong financial acumen with experience managing large budgets and multiple income streams.
- Proven ability to negotiate complex contracts and agreements with multiple stakeholders.
- Experience of leading organisational change and growth.
- Demonstrable success in securing funding from public and private sources.
- Knowledge of producing processes and working in artist-led environments.
- Experience leading large and complex teams.

Desirable

- Understanding of Ireland's arts funding landscape and theatre ecology.
- Background in commercial theatre partnerships or touring.
- Experience with capital or venue projects, including negotiations with architects, local authorities, or developers.
- Oversight of trading subsidiaries or commercial ventures.

Why Join The Everyman?

- Impact & Purpose: Help shape the future of a landmark Irish theatre at a pivotal moment of growth.
- Creative Partnership: Co-lead with a bold and visionary Artistic Director and a supportive Board.
- A City on the Rise: Cork offers extraordinary quality of life, cultural richness, and global opportunity.

HOW TO APPLY

To apply, please submit:

- A CV (max 2 pages) focusing on relevant experience for the role.
- A covering letter outlining your interest in the role and how your experience meets the criteria.
- Please include the names and positions of two referees. References will not be contacted before consulting with applicants.

Send applications to recruit@everymancork.com by Monday 28th July 2025. If you would like to arrange an informal, confidential conversation about the role or request access support, please contact Diane Borger at diane@everymancork.com

INFORMATION

Application Deadline: 28 July 2025

Location: Cork, Ireland

Contract Type: Full-time, 3 years

Salary: €70K

Start Date: By mutual agreement

Probation: 6 months from the start of the contract.

Hours of work: It is understood that the Executive Director/Co-CEO is expected to work such hours as are necessary to fulfil the role, including evening and weekend working.

Candidate must have or be willing to acquire legal status to work in the Republic of Ireland.

The Everyman is funded by the Arts Council and Cork City Council.

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