

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.

We want to ensure that equality and diversity are at the heart of what we do and actively welcome applications from all sections of the community.

Office Assistant Job Description

Contract: Seasonal & Temporary, 30 June – 15 October 2025
Hours: 40 hours, Monday – Friday, 48 hours across 6 days per week during the festival period with regular evening and weekend work
Salary: €30,680 per annum pro rata
Reporting to: Festival Administrator
Location: Festival House, Temple Bar, Dublin 2

Purpose and Scope of the Post

Dublin Theatre Festival is seeking an Office Assistant to actively coordinate the daily running of the festival reception and front office during the festival period. Responsibilities include reception duties, management of office spaces and administrative support. The Office Assistant supports and coordinates office and facilities management including ensuring all stationery and building supplies are monitored and replenished efficiently. The Office Assistant may be required to work with the Box Office Manager on sales support. The Office Assistant also assists the Development Executive with planning and execution of festival events. The Office Assistant reports to the Festival Administrator.

Duties and Responsibilities

Front Office / Reception / Administration

- Reception duties: The Office Assistant is the first point of contact for phone and e-mail enquiries and for visitors to the building

- Administration duties using Microsoft Word and Excel
- Maintenance of the physical festival offices & ensuring the building is clean and tidy
- Liaison with building and IT service providers where necessary
- Managing and balancing the petty cash float
- Ensuring that Health & Safety procedures are being followed by all staff and building users
- Office management including ensuring all stationery and building supplies are replenished
- Maintenance of office communications systems
- Maintaining festival policy of Environmental Awareness, ensuring energy efficiency in the building and promoting continuous recycling
- Managing post, couriers and other service providers
- Runner duties as required

The Office Assistant plays an important role in festival events assisting the Development Executive with Launch, Opening Night and other events. Duties include:

- Assisting the Development Executive with planning of events
- Managing event RSVP's and responding to email queries in relation to events
- Assisting with physical set up and clean-up of events in venues

The Office Assistant assists the Box Office team as required in the following areas:

- Process bookings including telephone, mail and web and during the Festival period

Person Specification

- Strong interpersonal skills with a focus on customer service
- Good knowledge of Microsoft Office packages, especially Word and Excel
- Good communication and organisational skills
- Previous front of house / reception experience
- Previous experience planning / working at events
- Previous festival experience
- Interest in the arts
- Ability to work in a busy work environment with a high level of time management
- Organised, structured and systematic in work
- Strong attention to detail
- Resourcefulness and initiative
- Fluent English

Type of Contract

Seasonal and temporary, 30 June – 15 October 2025

Salary

€30,680 per annum pro-rata

Hours of Work

Seasonal and temporary 16 weeks, (30 June – 15 October 2025)

The post is full-time, usually working 40 hours per week 10am – 6pm, Monday – Friday and 48 hours across six days per week during the festival period (25 September–12 October).

This includes evening and weekend work around key dates such as launch (22/23 July) and during the festival period.

Probation

A probation period of 3 weeks will apply from the start of contract.

Application Process

Applicants are invited to submit:

- A detailed CV outlining all relevant experience
- A cover letter outlining your experience, how you believe it relates to the role and what you can bring to the role. We are open to receiving cover letters in video format. If you would like to submit a video cover letter, please ensure that it is no more than 2 minutes long and includes the information requested above
- Contact details for two professional referees. Only the referees of shortlisted applicants will be contacted, and applicants will be notified in advance

Submissions & Confidentiality

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

Enquiries in strictest confidence, as well as applications (by email only) should be addressed to Louise McGrath, Festival Administrator, at recruitment@dublintheatrefestival.ie.

Closing Date

The closing date for applications is 12pm on Monday 26 May.

Interviews

Interviews will be held on Tuesday 3 June. Applicants selected for interview will be expected to make themselves available on this date.

Access

We are located in a 4-storey building in Temple Bar. The ground floor is completely accessible but our building does not have a lift.

If you require reasonable accommodation for any part of the application process, please let us know by emailing recruitment@dublintheatrefestival.ie.

Dublin Theatre Festival is funded by the Arts Council.