

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.

Show Programmes Editor

Post:	Show Programmes Editor
Contract:	Seasonal & temporary. 28 Days over a 7 week period. 11 August to 26 September 2025
Fee:	€3360
Reporting to:	Head of Marketing and Development
Location:	Flexibility as to location. Minimum of one day a week at Festival House, 12 Essex Street East, Temple Bar, Dublin 2

Purpose and Scope of the Post

Dublin Theatre Festival is seeking a Show Programmes Editor to produce and project manage the production of festival show programmes.

Duties and Responsibilities

- Responsible for liaising on digital production and delivery of all show programmes on time and to budget
- Develop, source and/or commission editorial content for individual show and educational resource programmes
- Liaise with relevant artists and companies to collate programme content and sign offs
- Liaise with the graphic designer on all deliverables
- Any other duties that may be specified by and agreed with the festival's Head of Marketing & Development

Person Specification

- Essential skills and experience:
- Minimum of 1 year experience in editorial work
- Minimum of 1 year experience in production of print materials
- Excellent communication skills, written and verbal
- High level of organisation skills
- Computer literacy, knowledge of Microsoft packages
- Knowledge of and interest in arts/theatre

Personal qualities

- The key qualities sought are:
- Fluent English
- Keen attention to detail
- Resourcefulness and initiative
- Ability to manage several tasks and projects simultaneously
- Flexibility regarding work schedule

Type of Contract

Seasonal and temporary

Remuneration

€3360, 28 Days over a 7-week period. 11 August to 26 September

Probation

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

Holidays

Statutory holiday entitlements apply. Requests for leave will be considered, taking into account the busy nature of the festival period. Leave must be scheduled and approved by your line manager prior to commencing your contract. Unused holiday entitlement will be paid at the end of the contract.

Application Process

Applicants are invited to submit:

- A detailed CV outlining all relevant experience
- Examples of comparable work
- 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 approximately 2 minutes long and addresses the above points
- Contact details for two professional referees

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 receipt of all applications is 12pm on Wednesday 9 July.

Interviews

Interviews will be held on Wednesday 16 July. 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.