



Galway Theatre Festival

General Manager

Job Description

Introduction

Galway Theatre Festival GTF is seeking General Manager to work with the Creative Director in leading the Festival through an exciting stage in the organisation's development. This is a fixed-term contract for 1 year starting in August 2021.

Founded in 2008, Galway Theatre Festival has quickly become known for its fresh, innovative and adventurous programming of work by emerging and independent artists. In particular, it champions early and mid-career artists from Galway and the West of Ireland, offering a professional, curated platform that attracts audiences through its commitment to offering high-quality, engaging and imaginative theatre experiences.

In keeping with the Festival's location in the bi-lingual city of Galway, Galway Theatre Festival seeks to use and promote the Irish language, and to support artists making and presenting work in Irish. The Festival is mindful of gender equality and pays particular attention to respecting the gender identities of its artists and audience, and to achieving a balanced gender representation in its programming, team and board. In recognition of the diversity of Galway and Irish society the Festival strives to present work by artists from other cultures, particularly those making work in Galway and the West. The Festival is committed to strengthening its language, gender and cultural diversity and accessibility strategies and approach over the coming years.

This is an exciting time in Galway Theatre Festival's development. The Festival is currently finalising the strategic plan for the next three to five years, has partnered on a successful Creative Europe Project – Make a Move, and has successfully delivered the Galway2020 project InterAction, despite the challenges presented by COVID-19. GTF has adapted to the challenges of presenting work during COVID-19, and is looking forward with enthusiasm to the future, supporting theatre makers, artists, art workers in presenting a high-calibre, innovative experience to audiences.

In line with Galway Theatre Festival's goal to support career development for theatre practitioners, this role would be suitable for an early to mid-career individual. Ideally candidates should have 2 to 3 years' experience in arts or management related roles.

Galway Theatre Festival is core funded by the Arts Council and Galway City Council.

For more details on Galway Theatre Festival please see our website www.galwaytheatrefestival.com

JOB DESCRIPTION

TITLE: General Manager

REPORTING TO: Creative Director and GTF Board of Directors, the General Manager is responsible for: assisting the Creative Director in Festival artistic, financial, operations and logistical management. The successful candidate will be a team player, passionate about theatre and supporting innovative and emerging theatre in line with the Galway Theatre Festival ethos.

This position is a one-year part-time contract with the possibility to renew. The position is based in Galway in the Festival office. Remote working is acceptable at certain stages of the year, as agreed with the Board.

KEY DUTIES OF THIS ROLE:

Festival Management:

- Assisting the Creative Director in developing and leading overall Festival artistic, audience and development strategies
- Developing and planning any events taking place outside Festival dates (with Creative Director)
- Assisting the Director in creating end-of-Festival reports for stakeholders, and an annual report for the Board AGM
- Attend networking events as required and advocate for GTF artists and the Festival
- To fulfil any other duties as may be required by the Creative Director as they arise

Financial Management:

- Assisting the Creative Director in overseeing income and expenditure, ensuring robust financial management strategies, and long-term sustainable financial planning.
- Assisting the Creative Director in gathering costings of required products and services to ensure value-for-money.
- Overseeing upkeep of running account and online banking overseeing payments and petty cash (with Creative Director).
- Working with Creative Director to prepare funding applications.

Programme Management:

- Overseeing and monitoring open call process
- Programme organisation (with Production Manager and Creative Director)
- Assisting the Creative Director in monitoring and assessment of programme and delivery

Marketing & Press:

- Working with the Creative Director and Marketing Manager to assist with overall delivery of physical and online programme.
- Support the successful implementation of the comprehensive marketing and PR strategies and budgets.
- Keeping Festival website up to date
- Designing and managing newsletters

- Monitor and feed social media platform outside the Festival (August - February)

HR Management (with Creative Director)

- Organise and monitor interns, volunteers and venue manager recruitment and training

Operational Management (with Creative Director)

- Overseeing the management of the Festival production timeline;
- Assist the Creative Director in negotiating contracts with venues, and suppliers, and ensure these are followed through
- Oversee provision of annual insurance, website renewal, office rental and other services.
- Ensure Festival policies are up-to-date and develop policies where necessary and are implemented.
- Liaising with Box Office, organising and monitoring ticketing system.
- Preparing and presenting reports for regular board meetings and AGM

PERSON SPECIFICATION

Essential

- 2 - 3 years' experience in a similar arts-related area, demonstrating a track record in Arts Management
- Experience building and managing budgets
- Knowledge of the Galway and Irish independent theatre scene, and additional knowledge of other performance disciplines in the region - circus, spectacle, storytelling, etc.
- A deep passion for Theatre and Art and a vision for what the theatre and performance in Galway and the West of Ireland can bring to local, national and international audiences
- Excellent written and verbal communication skills

Desirable

- Experience of using QuickBooks,
- A track record of applying for, and receiving, public funding at local and/or national level
- Understanding of the challenges relating to inclusion and diversity in the arts and ideas to address these challenges
- Knowledge of the Irish Language - spoken and written communication
- Project management experience
- An approach that values teamwork, collaboration, clear communication, entrepreneurial approaches, and a good sense of humour.

TERMS & CONDITIONS OF CONTRACT FOR SERVICES

The General Manager position is a 1-year part-time contract, with possibility to renew. The position will include a 6-month probationary period.

This is a part-time position, 120 days per year. The breakdown of days will be discussed with the Board. However, please note that it is not advised to have any other work in March - May other than

the Festival. Other work commitments during this period must be discussed in advance with the GTF Board

Fee: €10,000

APPLICATION GUIDELINES

Applicants are invited to submit:

- A CV outlining relevant experience (max. 3 pages)
- A covering letter which outlines why you want the role of General Manager, and what you would bring to the role (max 2 pages)
- Please e-mail CV and cover letter to BoardGTF@gmail.com by midnight 25th June
- Please note: All documents must be in PDF format

APPLICATION PROCESS

- Application closing date: 25th June
- Interviews: week of 5th July
- Start date: 3rd August

Galway Theatre Festival is committed to equality and diversity and welcomes applications from people of all genders, nationalities, races, cultural backgrounds, ages, religions, languages, different abilities, sexual orientations or socio-economic statuses

Should you wish to consult us in confidence prior to your submission, please e-mail us at BoardGTF@gmail.com.