



Galway Theatre Festival Creative Director

Job Description

Introduction

Galway Theatre Festival GTF is seeking an innovative and dynamic Creative Director to lead the Festival through an exciting stage in the organisation's development. This is a fixed-term contract for 3 years starting in June 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 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: Creative Director

REPORTING TO: GTF Board of Directors, the Creative Director is responsible for: ensuring funding, curating and programming, planning and delivery of the annual festival and year-round events, in addition to taking on new projects including InterAction and future Creative Europe projects. The successful candidate will be a leader, a team player, passionate about theatre and supporting innovative and emerging theatre in line with the Galway Theatre Festival ethos.

This position is a three-year part-time contract with the potential for development. 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:

- Developing and leading overall GTF artistic, audience and development strategies (with GTF Board)
- Managing GTF brand identity, including artwork & design (with Designer)
- Designing and co-ordinating monitoring and evaluation strategies
- Managing delivery of Members Club initiatives (with General Manager)
- Attending networking events as required and advocate for GTF artists and the Festival
- Attending and reporting at monthly board meetings and annual AGM

Programme Management:

- Overall theme curation and in-depth knowledge of all shows and initiatives
- Creation and development of partnerships, events and initiatives
- Programme organisation (with Production Manager and General Manager)
- Brochure layout and information (with General Manager)
- Monitoring and assessment of programme and delivery

Financial Management and Budgeting:

- Year-round and annual Festival budgeting- overseeing income and expenditure, ensuring
- Developing and maintaining robust financial management strategies, and long-term sustainable financial planning (with General Manger and GTF Board)
- Gathering costings of required products and services to ensure value-for-money (with General Manager)
- Overseeing upkeep of running account and online banking (with General Manager)
- Overseeing payments (with General Manager)
- Overseeing end of Festival accounts and end of year audit (with Board Finance Sub-Committee and Accountant)

Marketing & Press:

- Overall delivery of physical and online programme (with Marketing Manager, General Manager, Designer)
- Developing and implementing press and marketing strategies
- Representing the Festival in the media
- Monitoring and evaluating marketing and sales strategies

Festival Development:

- Submitting Festival funding applications and opening up new funding avenues in line with Strategic Plan
- Developing and maintaining sponsor relationships (with GTF Board and Development Team)
- Identifying synergies of theme / shows / initiatives with potential sponsors
- Determining support for artist and partner funding applications (including provision of letters of support / memorandums of understanding)
- Continue to develop and evolve additional projects, including InterAction, future Creative Europe projects, Commissions and other development projects.

HR Management (with GTF Board):

- Contracting of all team members, except General Manager (hired by GTF Board)
- Contracting external services (marketing, printing, etc.)
- Monitoring performance and delivery of services, and resolving issues
- Team leadership and management

Operational Management (with General Manager):

- Negotiate contracts with venues, and suppliers, and ensure these are followed through
- oversee provision of annual insurance, website renewal and development, office rental and other services (with General Manager)
- Liaise with Town Hall Theatre on operation of Members Club, and ensure shared understanding of the use of space, members' discounts, etc. (with General Manager)
- Ensure Festival policies are up-to-date and develop policies where necessary - health & safety, child protection, cash handling, equality, dignity in the workplace, etc.
- Ensure Festival team and staff are up to date with Festival policies.

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
- Exceptional leadership skills and the ability to manage, delegate, and bring out the best in a team
- Excellent written and verbal communication skills

Desirable

- Experience of reporting to, or operating at, board level
- A track record of applying for, and receiving, public funding at local and/or national level
- Experience in income generation (funding and / or sponsorship) and the management of key sponsors and donors
- 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
- Good understanding of the project management lifecycle of a festival and/or year-round arts Organisation
- Experience curating and / or organizing diverse programming, series and events
- Excellent time management and prioritisation skills, and awareness of the importance of a healthy work schedule and environment
- An approach that values teamwork, collaboration, clear communication, entrepreneurial approaches and a good sense of humour.

TERMS & CONDITIONS OF CONTRACT FOR SERVICES

The Creative Director position is a 3-year part-time contract. The position will include a 6-month probationary period.

This is a part-time position, 130 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

The out-going Creative Director will be available for scheduled meetings to ensure a smooth hand-over

Fee: €12,500

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 Creative Director, and what you would bring to the role (max 2 pages)
- Please e-mail CV and cover letter to BoardGTF@gmail.com by midnight, Friday 30th April
- Please note: All documents must be in PDF format

APPLICATION PROCESS

- Application closing date: Friday 30th April (midnight)
- Interviews: Week of 10th May
- Start date: 24th May

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.