



Smock Alley Theatre is seeking a new **Director of Programming & Finance**.

The closing date for applications is 9<sup>th</sup> April 2019

Salary: Based on experience

Employer and Location: Smock Alley Theatre, Exchange Street Lower, Temple Bar, Dublin 8

### **About Smock Alley Theatre**

Smock Alley was the first Theatre Royal built in Dublin. John Ogilby opened it in 1662 as part of the Restoration of the British monarchy and King Charles II in 1660, along with the London's Drury Lane (1662) and the Lincoln's Inn Fields (1661). It was the first custom-built theatre in the city and still remains in substantially the same form, making it one of the most important sites in European theatre history. In 2012, Smock Alley Theatre returned to its roots. 350 years after it was first built the theatre was carefully and lovingly restored to become Dublin's Oldest Newest Theatre. It is once again a bustling hub of theatre, song, dance, art and creativity. Our mission is to welcome audiences to Dublin's oldest, newest theatre. Our policy is to provide an enjoyable, affordable, quality experience, challenging & engaging you, in a friendly, feel-good atmosphere.

### **About the role**

The successful candidate will have the experience, energy and enthusiasm to deliver a diverse programme of works and events in the theatre on a yearly basis. Duties will include, but not be limited to:

- Creating, implementing & communicating the vision, mission & strategic plan for the theatre.
- Creating a yearly business plan with budgetary targets & timelines designed to grow & expand the theatre's offerings.
- Programming both theatre spaces in the building. Liaising with incoming companies and negotiating rentals, box office splits, guarantees or co-productions. Identifying new

companies to work with and programme. Creating programming guidelines & policies and fulfilling same.

- Full responsibility for the financial management of the company. Budget creation, analysis, tracking & review. Accounts payable & receivable, payroll, lodgements, banking, petty cash & revenue compliance.
- Identifying available funding opportunities and applying for same such as the Arts Council, Dublin City Council, private philanthropists or corporations.
- Recruiting, interviewing, & mentoring staff. Negotiating & issuing staff contracts. Evaluating employee performance and dealing with any HR issues that arise. Organising staff training as needed.
- Implementing & reviewing systems, such as communications, reporting, cash reconciliations, staff rotas, payroll, HR, procurement, bookings, POS, stock taking & ticketing.
- Responsible for ensuring all company laws are adhered to and the theatre is compliant with all licencing requirements as well as the requirements from the CRO, CRA, HSE, CSO, Revenue and our landlords.
- Leading each department (Box Office, Marketing, Technical, Events, Bar & Food Services) to develop strategies & targets, identify new opportunities & audiences, and increase brand awareness, sales & visitors.
- Growing our new work festival Scene + Heard which gives upcoming companies the opportunity to showcase newly created work alongside the festival Producers.
- Collecting, analysing and reporting on customer data to feedback into programming and marketing.
- Ensuring the protection and promotion of the Smock Alley Theatre brand both nationally and internationally
- Any other duties that the Director/Board appoint to the role Required attributes

### **About the candidate**

- A minimum of two years management experience
- Proven success in strategic planning, budget planning and administration in the cultural field
- Strong organizational skills and an ability to multi-task several projects at once
- Leadership, management and production skills
- Exceptionally strong written and verbal communication skills
- Attention to numeric detail and a strong financial acumen
- Demonstration of a strong and ambitious interest in the arts and cultural sector

To apply for this role, send CV and cover letter to [aisling@smockalley.com](mailto:aisling@smockalley.com)