



Smock Alley Theatre is seeking a new **Events Manager**

The closing date for applications is 20<sup>th</sup> September

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 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**

Smock Alley Theatre is seeking a capable, enthusiastic and driven Events Manager to promote, develop and manage the Banquet Hall space within the Smock Alley Theatre. This beautiful space has hosted a wide variety of clients over recent years including weddings, corporate events and cultural happenings. The ideal candidate will have experience working on similar events and be excited to build on existing relationships and also to engage new business to ensure the success of one of Dublin's most unique event spaces.

You will be working as part of a small but deeply committed management team and will report directly to the Director of Programming and Finance while working closely with the rest of the staff. Knowledge and passion for theatre and the cultural sector would be a bonus for any candidate.

These are the key aspects to the job.

### 1. Outward facing

Previous experience in event senior management is definitely a positive but not a necessity. You will be representing Smock Alley Theatre as one of the most visible and outward facing senior members of staff.

### 2. Finance

All invoicing for the event is managed and completed by the Events Manager. You are to ensure the client is aware of any and all additional charges beyond rental rates as well as any applicable VAT prior to sending the final invoice. You will also be responsible for reporting on your set targets for the year.

### 3. Strategy and planning

You are in charge of planning and executing the event from initial inquiry through to completion while also liaising with the Front of House and Technical staff prior to and during the event, working with external event companies, or hiring in through our suppliers. Good knowledge of event and project management is essential.

### 4 Seeking new business

You will be tasked with finding new business for the Banquet Hall and will have annual targets to meet in this respect. Promotion of this unique space to sectors who may not know about it or consider it will be a key aspect of this job.

### 5. Management

Good communication skills are vital whether it be through email, over the phone or in person.

Maintaining a good working relationship with staff, suppliers, clients and event management companies is vital to ensuring repeat business

Keeping a calm head and positive demeanour during stressful moments is of immense benefit.

Staff, space, equipment, clients, partners will at some point all need to be managed, and it is the Events Managers job to ensure everybody is working together to deliver the best experience for our client.

### 6. Delivery to deadlines

The ideal candidate will be highly organised and able to work within a limited time frame for events that may book in last minute. There can be several

inquiries/plans/events occurring simultaneously so the ability to manage these is of immense importance.

**To Apply**

Please send a CV and covering letter detailing why you should be considered for the role to [lucy@smockalley.com](mailto:lucy@smockalley.com) by 20th September.