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**DUBLIN FRINGE
FESTIVAL
IS SEEKING A NEW
FESTIVAL DIRECTOR**

**FESTIVAL
OVERVIEW**

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Púcaparty by
Glitter HOLE

Photo
Simon Lazewski, 2019

DUBLIN FRINGE FESTIVAL IS SEEKING A NEW FESTIVAL DIRECTOR

We are looking for an ambitious, determined and pioneering individual to lead this dynamic artistic organisation and its exceptional team.

As Festival Director you stand with and support artists. You ask hard questions and develop and implement strategies as you find the answers. You are a barrier breaker, a leader and a visionary. You understand and want to further Dublin Fringe Festival's singular role in the Irish and international performing arts sector. You want to attract, engage and challenge a wide audience. You enjoy forging partnerships and relationships in order to enable ambitious programming, and to connect Dublin Fringe Festival to a range of allies, friends and supporters. Your strengths lie in bringing people together, developing existing infrastructure and fostering new opportunities. You share our vision and ambition as laid out in our **Strategy 2022-2026**. You set ambitious goals that propel Dublin Fringe Festival forward and can be attained by the organisation on time and on budget.

You are a cultural leader. You are a fearless trailblazer who wants to create a space of ambition and experimentation in a festival that is artist driven and compelling to audiences. You will be a committed advocate for the organisation, its stakeholders and the sector as a whole. You may be a producer, programmer, artist or curator. You are passionate about creating opportunities for early career artists to shine and for artists that defy the mainstream to innovate. You may have years of experience curating and producing artistic events, or you may have a bold vision for how you will form the next part of your career as Dublin Fringe Festival's leader.

Throughout its history, Dublin Fringe Festival has maintained a leading role as a programmer of essential, contemporary work that drives conversation. We have championed the independent artistic voice, explored new ideas and forms and have given festival-goers a brave, audacious and celebratory festival each September. As Festival Director, you will shape the future for this vital and dynamic organisation and chart the course to determine what's next for the organisation.

FESTIVAL OVERVIEW

ABOUT DUBLIN FRINGE FESTIVAL

Dublin Fringe Festival is a curated, multidisciplinary arts festival and year-round artist support organisation. We seek out and present contemporary, playful and provocative new work made by Irish and international artists of vision in an annual celebration all over the city.

Established in 1995, Dublin Fringe Festival is the agenda-setting festival for new work in Ireland, devoted to talent development and artform development. It is a platform for new and emerging artists in Ireland to showcase their work and offers artists at every stage of their career an opportunity to challenge, subvert and invigorate their disciplines and practice.

For artists, Dublin Fringe Festival facilitates opportunities to innovate, to push boundaries and strengthen the conditions in which they work. We champion artistic risk, ambition and excellence across art forms. We offer support, resources and professional development to the vibrant community of Irish independent artists. Our year-round FRINGE LAB resource hub provides thousands of artists with a space to experiment and hone their skills.

For audiences, Dublin Fringe Festival is about discovery. The festival programme stimulates curiosity and creates memorable encounters that enthrall and embolden audiences. We make space for artists to use the city and create performances in conversation with the times we live in. The festival plays a vital role in Dublin's cultural life, extending the possibilities of what art can be and where it happens. The scale and

environment of the festival welcomes new audiences, attracting loyal aficionados and newcomers every September.

The 2022 festival was our best and brightest festival yet with 567 performances made by 503 artists and arts workers, in 32 venues, featuring 54 world premieres and welcoming 32,000+ audience members.

Over the last few years, Dublin Fringe Festival has celebrated artists, used the city as its canvas and gone from strength to strength. In 2022 Dublin Fringe Festival launched a visionary 2022-2026 strategy laying out our ambitions and goals for the next five years. Dublin Fringe Festival is stronger than ever and ready for a new chapter with a bold new leader at the helm.

QUICK FACTS

- Dublin Fringe Festival is core funded by the Arts Council and Dublin City Council
- Our annual turnover ranges between €850,000 to €1.1million, dependent on programme
- The festival attracts over 32,000 audience members annually
- FRINGE LAB is used by 5,000 artists every year
- The year-round team is five full time staff, two part-time staff and two Associate Artists, in addition to Production Manager, PR Manager and other key Festival personnel working on a variety of part-time and seasonal contracts

www.fringefest.com



BLACK JAM by Fried
Plantains Collective
Photo
Simon Lazewski, 2019



Photo
Simon Lazewski

RECENT HISTORY

2022 WAS OUR BRIGHTEST YET

The 2022 edition of the festival saw 567 performances take place in 32 venues across Dublin City, welcoming more than 32,000 audience members to 54 world premieres in a programme of 65 shows put together by more than 500 artists and championed by 150 volunteers! Beginning with the smash-hit celebration WAKE by THISISPOPBABY and ending with Remnant Ecologies by Jony Easterby lighting up the National Botanic Gardens, it was a festival to remember.

Weft, a new project focusing on talent development and network building for emerging and early career Black artists and artists of colour in Ireland — resulted in four exciting multidisciplinary performances as part of this year's festival. Seeing Hive City Legacy: Dublin Chapter, Spear, Filmore! and The Perfect Immigrant come to life in venues across the city, and welcoming our Weft Audience Club to festival events, was a fantastic culmination of an 18-month project we're very proud of and we hope goes on to have a meaningful legacy. Our trailblazing project partners Hot Brown Honey, Origins Eile and Carys D. Coburn made this work possible. We worked with an incredible network of artists and partners as part of Weft and we will continue this work in the years to come.

Over 12 months, we have welcomed more than 5,000 artists through FRINGE LAB. Over the years the studios have played host to a selection of brand-new artists and industry leaders. We piloted the Break New Ground Bursary for artists working towards a Dublin Fringe Festival debut, initiated our new artist-led Supper Clubs and saw the return of our scratch night FRINGE FUSE. We had online and in-person activities, providing targeted mentorship opportunities, our monthly coffee morning Elevenses and presenting a series of skills development workshops with national and international mentors. We hosted six fantastic Resident Artists: Ciara Ní É, Tolú McKay, Iseult Deane, Dagogo Hart, Dara Hoban and Ian Toner and national artist residencies with Artist at Work.

We even found time for innovation, bringing to life the Make Space For Art Fund to support projects made for non-traditional performance spaces in Dublin, writing a new five-year strategy for the organisation and introducing two new Associate Artist positions to our year round team.

ABOUT FRINGE LAB

Dublin Fringe Festival's FRINGE LAB is both a physical rehearsal space and a platform for sharing, training and learning, providing vital and in-demand workspace, skill-sharing, mentorship and supports for established and early career artists year-round.

FRINGE LAB's reach is broad, creating a hub in-person and online for independent artists across the island of Ireland. The mentorship, workshop and talks programme engages leading Irish and international artists to guide, diversify and stimulate the work of early career Irish artists, while the practical use of workspace in Dublin provides a vital space to create, play and envision future projects.

FRINGE LAB: WORKSPACE

FRINGE LAB provides essential space for artists and companies to work. We provide access to two large studios; an office space for our Resident Artists; access to closed door office space, the Workstation; and our drop-in foyer work space. Studio 2 is available for commercial hire at affordable rates for remounts, shoots, etc. Access to Studio 1 and Workstation are free for the development of new work.

FRINGE LAB: EVENTS & OPPORTUNITIES

FRINGE LAB provides year-round practical and artistic support, responding to the needs of the artistic community, from developing to established artists, across locations and disciplines. Artists also have access to Dublin Fringe Festival's own in-house expertise across a wide range of disciplines, such as producing, marketing

and publicity, with an ongoing schedule of workshops, masterclasses with Irish and international experts, networking events, scratch nights and a host of other activities devoted to cultivating connections and expertise. We have casual and more embedded opportunities to connect across a host of events and networking opportunities.

RESIDENT ARTISTS

Our FRINGE LAB Resident Artists are a huge part of the life of Fringe HQ and we've been very lucky over the years to have incredible talent take up residence in the Artist's Office. Our Resident Artists connect with us on an annual basis, from January to December and we provide space to work in our city centre office, support and advice from the Fringe team and a great opportunity to network with other talented peers. Our Resident Artists also work with us on the Resident Artist Sessions, a series of skill-sharing workshops spread across the year in which the Residents can tailor and deliver workshops for the wider FRINGE LAB community.



Photo
Simon Lazewski

DESCRIPTION	JOB DESCRIPTION	JOB DESCRIPTION	JOB DESCRIPTION
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JOB TITLE

Festival Director

REPORTING TO

Board of Directors

RESPONSIBILITIES

As the organisation's executive leader, the Festival Director...

- shapes the overall artistic and strategic direction of Dublin Fringe Festival
- leads the organisation and team and is responsible for the overall delivery, development and financial well-being of the organisation year round
- creates and delivers a Festival that has local, regional and international significance and that celebrates Dublin
- positions Dublin Fringe Festival as a leading presenter, commissioner and producer of new work, supporting artistic development and exploration, and devising and implementing strategies for the growth and well-being of artists and the sector
- communicates Dublin Fringe Festival's vision to the Festival team, artistic sector, media, audiences and the general public as an advocate, spokesperson and leader
- champions diversity, equality, inclusion and removes barriers to access for artists and audiences
- identifies and develops talent, recognising potential for excellence and innovative approaches to artform from the annual open call for submissions, ensuring that all artistic activity is rigorous and of quality

Reporting to Chair and Board of Directors, the key duties of this role are **STRATEGIC PLANNING, DEVELOPMENT and LEADERSHIP**

- Define the strategic vision for Dublin Fringe Festival as a leading curated multi-disciplinary performing arts festival in the context of the Strategy 2022-2026
- Produce and present a pioneering and explosive Festival each September that values invigorating, daring and ground-breaking performing arts
- Cultivate, grow and retain audiences for Dublin Fringe Festival
- Motivate, manage, support, galvanise, inspire and enhance an industry-leading team
- Inspire and lead a diverse community of artists, and be a committed and inspirational leader within the sector
- Champion the organisation at the local, national and international levels, promoting the core values of the Festival and its artists
- Grow and strengthen Dublin Fringe Festival, its vision and all its activities within the ethos of bravery and partnership
- Fulfill any other duties as may be required by the Board of Directors as they arise in an ever changing and evolving landscape

PROGRAMMING

- **VISION** Develop a vision for the Dublin Fringe Festival to create a dynamic, forward-looking and engaging Festival programme
- **MANAGEMENT** Direct and executive-produce all aspects of the Festival
- **PROGRAMMING** Oversee all Festival programming, taking the lead role in seeking out innovative and daring Irish and international work that impacts, moves and invigorates audiences
- **PARTNERSHIP** Develop relationships and partnerships with artists and programme partners in Ireland and internationally
- **ARTIST DEVELOPMENT** Set the overall strategic direction and oversee year-round artist development activities, including FRINGE LAB and keypartnerships for residencies, mentorships and workshops, providing inspirational development opportunities for artists to engage with

- **INNOVATION** Implement ways of working that enable new possibilities in producing, programming and commissioning and that build on Dublin Fringe Festival's strong support of independent artists
- **GUIDANCE** Determine which aspects of the Festival and FRINGE LAB research, programming, curation and production are overseen by the Artistic Projects Manager and other artistic support staff

FINANCIAL CONTROL, MANAGEMENT AND STRATEGY

- Oversee and manage the Dublin Fringe team of full-time, part-time and seasonal staff and volunteers, including direct reports and supporting the team in managing their direct reports
- Work with the Board of Directors to assess strategic plans, identifying opportunities for improvement while keeping all activity in line with the organisations five-year strategy
- Plan and implement annual budgets, overseeing income and expenditure, ensuring robust financial management strategies, and long-term sustainable financial planning — all in consultation with the General Manager and Board of Directors
- Review and support monthly and quarterly management account planning, liaising with the Finance and Audit Committee and General Manager, as well as overseeing the General Manager's delivery of the annual audit and preparation of financial statements in collaboration with auditor and bookkeeper
- Support the General Manager in ensuring best practice in corporate governance, in line with all legislation and guidelines for managements of arts organisations and registered charities
- Support the General Manager and all other Heads of Department in the overall management of finances and contracts
- Deliver the Festival programme on time and on budget

OPERATIONAL MANAGEMENT OF DUBLIN FRINGE FESTIVAL

- Ensure the Festival's objectives and activities are communicated effectively internally, externally, and to all stakeholders, working with the team to ensure excellent customer service is delivered on a consistent basis
- Oversee the management of the Festival production timeline, working with the General Manager, Production Manager and Marketing Manager, ensuring these Heads of Department deliver the aspects of their roles on time and within budget
- Negotiate agreements and contracts with partners and ensuring the administration of same are implemented with companies, suppliers, venues and strategic and funding partners

COMMUNICATION, FUNDRAISING AND DEVELOPMENT

- Build, strengthen and consolidate relationships with core funders the Arts Council and Dublin City Council
- Oversee the submission of all funding applications and ensure reporting for strategic planning and development of existing, new and potential income strands
- Identify and develop new income generation and fundraising activities in conjunction with the General Manager, Board of Directors (Development Committee) and staff and/or consultants hired to work on fundraising and development
- With the General Manager, define a process to cultivate, secure and manage relationships with commercial sponsors and corporate partners
- Identify and develop relationships with strategic partners, in both the public and private sector, to enhance and deliver the Festival's primary objectives, proactively engaging with the business and not-for-profit community on behalf of Dublin Fringe Festival
- Build and oversee the successful implementation of comprehensive marketing and PR strategies and budgets, taking the artistic lead with the Marketing Manager on conceptualising and devising marketing campaign messaging and materials

ADVOCACY

- Seek opportunities, advocate, and champion for Dublin Fringe Festival and for the community of artists – nationally and internationally
- Attend networking events both nationally and internationally as required
- Advocate for the arts both locally and nationally, particularly at governmental level and also in the business, not-for-profit and other related communities

PERSON SPECIFICATION

The Festival Director is an inspiring and enterprising artistic leader, with the commitment and vision to lead one of Ireland's most important arts organisations. They possess the necessary artistic and business acumen required for this exciting position, including the following traits, skills and experience:

ESSENTIAL

- A deep passion for the arts and working directly with artists, and a particular interest in supporting early career artists
- Exceptional leadership skills and the ability to manage and bring out the best in a team
- An originator and an initiator, with a track record of dynamic programming with artistic vision and ambition
- Strong organisational, negotiation, senior management and planning skills
- Knowledge of a broad range of artistic disciplines, including but not limited to: theatre, dance, music, comedy, visual arts and circus and a passion for the emerging, independent and the experimental arts
- Proven ability to implement an artistic strategy and support artists and a creative team in bringing that vision to life
- Demonstrated success working with artists to develop and produce new work
- A track record in financial management, with an ability to build and manage budgets
- Excellent written and verbal communication skills, experience with contract and financial negotiation, and a natural capacity to facilitate productive relationships
- Desire to lead a Festival devoted to showcasing the independent Irish and international arts sector
- An approach that values teamwork, collaboration, clear communication, entrepreneurial approaches and fun

DESIRABLE

- Experience in a senior management or leadership role in the arts or a related field with a good understanding of the project management lifecycle of a festival and/or year-round arts organisation
- Experience of reporting to or operating at board level with some knowledge of best practice in corporate governance
- Familiarity with national and international public funding structure
- Experience in development and fundraising, including pitching
- Knowledge of the infrastructure, sectoral issues, trends and the key players in the Irish and/or international arts sector
- Skills and good judgement in relation to problem solving
- Clear understanding of the interrelationship between programming, marketing and fundraising

KEY CRITERIA FOR SUCCESS

In the first 6-to-12 months in the post, the successful candidate will have:

- Created an artistic vision for leading Dublin Fringe Festival, planned a feasible and exciting strategy for fulfilling that vision year round
- Forged strong working connections within the Irish arts sector, developing an intimate knowledge of the performance landscape within which Dublin Fringe Festival operates, its artists and their needs, and the Festival's role and responsibility within the Irish and international performing arts ecology
- Established a strong partnership with the General Manager, Artistic Projects Manager, Marketing Manager and Production Manager
- Provided effective management and leadership to the team fostering a positive, empowered and creative team culture, and gained a sophisticated sense of the responsibilities of each member of the wider team
- Developed effective relationships with all stakeholders and partners
- Fostered an excellent working and reporting relationship with the Chair and the Board, particularly on executing the Strategy 2022-2026
- Delivered the Festival programme within budget and on time

TERMS AND CONDITIONS OF EMPLOYMENT

- The Festival Director position is a three-year contract, with the possibility to extend
- The position will include a six-month probationary period
- This is a full-time position with the normal working week being Monday–Friday, 10am to 6pm. However, it is understood that at times you may be expected to work such hours as are necessary to support the workload in question, particularly during the Festival period
- The role involves national and international travel in relation to its programming and advocacy aspects
- The position holds an entitlement of 20 days' holiday pro rata, in addition to public holidays.
- Salary: €55,000–€65,000, commensurate with experience
- We welcome applications from EU and non-EU citizens, and can assist with work visa enquiries
- All staff have access to the Workplace Wellbeing Programme



Twenty Fifty by Dan Colley,
Fionnuala Gyax & Guests

Photo
Simon Lazewski, 2020

**APPLICATION
PROCESS**

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APPLICATION PROCESS

Application closing date

Friday 3rd February, 2023, no later than 5pm

First interview date

Thursday 16th February

Second interview date

Thursday 23rd or Friday 24th February

Start date

March / April 2023

CV, COVERING LETTER AND APPLICATION GUIDELINES

Applicants are invited to submit:

1) A CV outlining relevant experience

- Maximum of four pages focusing on your relevant experience for the role
- For recent roles, it would be beneficial to outline the number of teams or team members who reported to you (highlighting whether they were full-time, part-time or on a project basis) as well as your level of budget responsibility
- Please present your experience in reverse chronological order
- Please indicate the names and positions of two referees relevant to your application. Contact details are not necessary at this stage and references will not be contacted before consulting with applicants, but names and positions held are required

2) A covering letter (of no more than three pages) which outlines

- What you would bring to the role
- Why you want the role
- The letter can include an indication of your vision for Dublin Fringe Festival (optional)

3) Should you be invited for interview, you will be required to prepare a presentation on your vision outlining what's next for Dublin Fringe Festival under your direction

Please note:

All documents must be in PDF format

Dublin Fringe Festival is an equal opportunity employer and welcomes applications from all sections of the community.

Dublin Fringe Festival is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. We particularly encourage applications from members of groups who are underrepresented in the cultural sector. Black people, People of Colour, people with disabilities, members of the Traveller community, LGBTQ candidates and candidates of all gender identities are actively encouraged to apply.

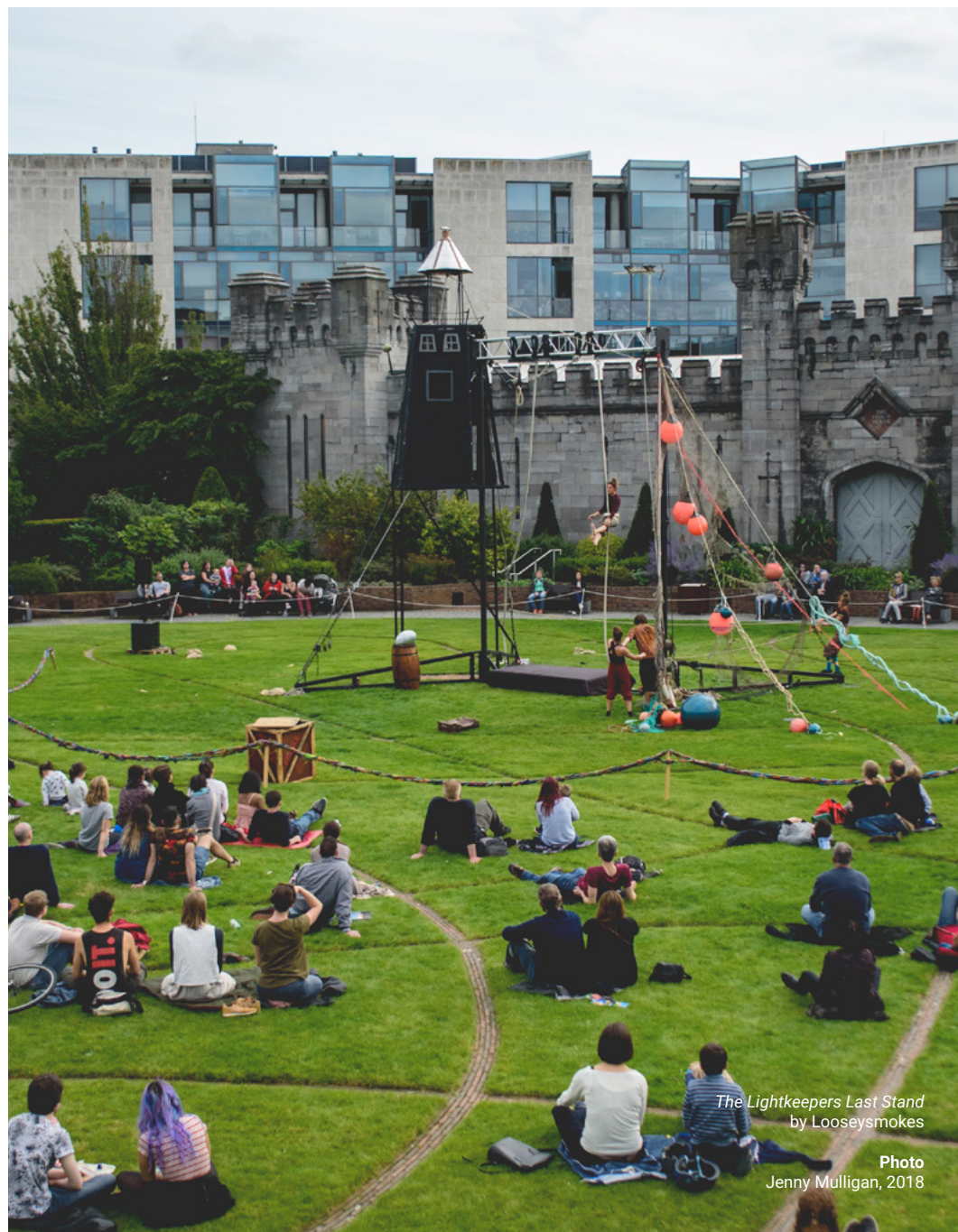
Must have, or be willing to acquire, legal status to work in the Republic of Ireland.

Dublin Fringe Festival is core funded by the Arts Council / An Chomhairle Ealaíon and Dublin City Council.

Applications should be emailed to recruit@fringefest.com

For further information about Dublin Fringe Festival and our previous programme information, please see www.fringefest.com

If you wish to speak with us in confidence, in advance of your submission, please contact our independent applications administrator via recruit@fringefest.com. Our administrator will connect you with a member of the Board as appropriate for an informal, confidential discussion.



*The Lightkeepers Last Stand
by Looseysmokes*

Photo
Jenny Mulligan, 2018

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Cover Credits

Design

bigO

Photography

Hannah Cosgrove

Retouching

Hazel Coonagh

Styling

Laura McKenna

Make-Up

Tomek Welkier

Artists

Anna Clifford, *I SEE DEAD(LY) PEOPLE*

Léann Herlihy, *Beyond Survival School Bus*

Dafe Orugbo, *Filmore!*