



## **EXECUTIVE DIRECTOR**

### **JOB PACK**

November 2023

#### **Who We Are**

Established in 1995, Dublin Fringe Festival is a curated, multidisciplinary festival and year-round organisation focusing on fresh and innovative approaches to the arts from Irish and international makers. It is the agenda-setting festival for new work in Ireland, devoted to talent development and artform development.

Dublin Fringe Festival is a platform for the best new, emerging Irish arts companies and a showcase for the finest Irish and international contemporary performing arts. The festival is where artists challenge, subvert and invigorate their disciplines and practice. For artists, Dublin Fringe Festival facilitates opportunities to innovate, to cross boundaries and strengthen the conditions in which they work.

Dublin Fringe Festival supports artistic vision, ambition and excellence across a range of art forms and offers supports, resources, space, time and professional development to the Irish independent arts sector. Our year-round FRINGE LAB resource centre provides thousands of artists with a vital platform where they can take risks, hone their skills and create artistic experiences that resonate with audiences.

For audiences, Dublin Fringe Festival is about discovery. The festival's programme inspires meaningful audience engagement and dialogue through exciting and unforgettable cultural experiences. We make space for artists in familiar civic spaces, delighting both accidental and deliberate spectators. The scale and environment of the festival broadens arts participation, playing a vital role in Dublin's cultural life and attracting loyal aficionados and newcomers to each edition.

Dublin Fringe Festival is supported by a skilled and dedicated staff and is governed by a voluntary Board of Directors who look forward to ushering the organisation into its next thirty years.

Dublin Fringe Festival is a company limited by guarantee not having a share capital and is also a registered charity.

Find out more about us at [www.fringefest.com](http://www.fringefest.com)

Dublin Fringe Festival's strategic plan 2022 – 2026 can be found [here](#)

## Job Description

Are you a visionary leader with a deep passion for the arts, a talent for innovation, and a knack for driving cultural transformation? Dublin Fringe Festival is thrilled to announce an exciting opportunity for a dynamic and forward-thinking individual to join our team as the Executive Director. This is a new and pivotal role within our organisation, and we are seeking a creative powerhouse to shape the future of one of Ireland's most vibrant and cutting-edge multidisciplinary arts festivals. The Executive Director will play a crucial role within the organisation, serving as a key member of the senior executive team making significant contributions to the company's strategic, artistic, operational, and financial well-being.

Dublin Fringe Festival has a rich history of championing emerging artists, pushing artistic boundaries, and celebrating the diversity and dynamism of Irish culture. As we embark on a new phase of development and growth, we are looking for an Executive Director who will lead with passion, strategic insight, and a commitment to fostering innovation and inclusivity.

This role offers the opportunity to be at the forefront of the Irish arts scene, working alongside one of Ireland's most skilled, dynamic, and dedicated teams, as well as a community of inspiring artists and creators. If you are eager to be part of an organisation that thrives on experimentation and believes in the power of the arts to provoke, inspire, and connect, then this role is the perfect opportunity for you.

Join us in reimagining the future of Dublin Fringe Festival and play a vital role in shaping the cultural landscape of Dublin city. If you're ready to take a leading role in this extraordinary organisation and elevate it to new realms of excellence and possibility, we invite you to apply and become an integral part of our journey.

**Responsible to:** Festival Director

**Responsible for:** Production Manager, Marketing Manager, Box Office Manager, Volunteer Coordinator, Front of House Manager and Accounts Officer.

### Areas of Responsibility:

#### LEADERSHIP

- Collaborate closely with the Festival Director to maintain a continuous strategic approach to the organisation's growth, ensuring effective communication of the festival's goals and activities to both internal and external stakeholders.
- Play an active role in shaping Dublin Fringe Festival's future operational model alongside the Festival Director.
- Continually develop and review the company's strategy in partnership with the Festival Director and the Board of Directors.
- Ensure full compliance with all financial, legal, statutory, and contractual requirements, keeping policies up-to-date and implementing them effectively.
- Champion mentoring and training initiatives, taking charge of HR policies and practices within the organisation.
- Foster and sustain positive working relationships with organisations and individuals who contribute to Dublin Fringe Festival's mission and vision.

- Act as a company representative and provide support as needed, assuming a deputy role for the Festival Director.
- Inspire the organisation's staff, promote best practices, and ensure equal opportunities.
- Lead in upholding and promoting Dublin Fringe Festival's core values, fostering a culture of equality and inclusivity throughout the organisation and the artistic community we serve.

## OPERATIONAL MANAGEMENT & STRATEGIC PLANNING

- Manage day-to-day operations, office, and building systems.
- Nurture our relationship with our landlord, the Temple Bar Cultural Trust.
- Oversee the festival's production timeline, in collaboration with the Production Manager.
- Supervise the Production Manager to ensure successful event planning and execution.
- Maintain proactive Health & Safety policies.
- Oversee box office systems, including ticketing, staffing, and IT.
- Manage Box Office, Front of House, and Volunteer Managers.
- Handle supplier contracts and complaint procedures.

## FINANCIAL & CORPORATE GOVERNANCE

### *Working with the Festival Director and Accounts Officer:*

- Draft, implement, and update budgets and financial management strategies.
- Produce management accounts and manage audits.
- Ensure governance best practices and act as Company Secretary.
- Manage finances, purchase orders, cash flow, and stakeholder settlements.

## FUNDRAISING AND DEVELOPMENT

### *Working with the Festival Director:*

- Lead the development of Dublin Fringe Festival's fundraising strategy and ensure the delivery of the organisation's core and programme fundraising activities.
- Lead on core fundraising applications, researching, writing, and submitting bids.
- Monitor, prepare reports for, and evaluate successful funding applications.
- Cultivate, secure, and manage relationships with commercial sponsors and partners.
- Cultivate and maintain good relationships with key partners, including the Arts Council, The Department of Culture, Dublin City Council, and all other funders and stakeholders.
- Identify and develop productive relationships with strategic partners in both the public and private sectors to enhance the festivals' primary objectives.
- Ensure regular and effective communication with individual donors and identify and contribute to opportunities for cultivation.

## COMMUNICATIONS

- Line-manage the Marketing Manager, providing support for the successful implementation of comprehensive marketing and PR strategies.
- Ensure effective and inclusive communication systems are maintained internally and externally.
- Collaborate with the Marketing Manager to oversee the audience development strategy.
- Ensure that CRM and audience databases, along with external communications (e.g. website and e-bulletins), meet high-quality standards and comply with GDPR legislation.

- Improve and implement audience data gathering and management in collaboration with the Box Office & Marketing Manager.

## HR

- Manage core staff recruitment, contracts, training, and appraisal.
- Line-manage various positions including Production Manager, Marketing Manager, Box Office Manager, Volunteer Coordinator, Front of House Manager and Accounts Officer.
- Recruit and supervise contract staff following best HR practices.
- Ensure a positive working environment and up-to-date staff training.
- Provide support to colleagues, the building, and artists as needed throughout the festival cycle.

### **Person Specification - What You Bring to The Role:**

The Executive Director should demonstrate a combination of enterprising and professional qualities, along with the essential business and managerial acumen vital for this dynamic role. These qualities should encompass the following skills and experience:

#### **ESSENTIAL:**

- A love for festivals, culture and working directly with artists.
- At least 5 years' experience in a comparable or relevant area.
- Proven track record in financial management, with ability to build and manage budgets.
- Strong organisational, negotiation, management, planning and grant writing skills.
- Excellent written and verbal communication skills.
- Strong IT skills particularly with Excel and also knowledge of accountancy and payroll software.
- Leadership skills and the ability to manage and bring out the best in a team.
- An understanding of the organisational vision.
- Excellent communication skills and the ability to work with a wide range of people from varied backgrounds.
- The ability to assess complicated situations quickly and identify ways forward creatively and collaboratively.

#### **DESIRABLE:**

- Experience of reporting to or operating at board level.
- Familiarity with national and international funding structures.
- Ability to implement artistic strategy and support a team in bringing that vision to life.
- Experience of overseeing innovative and effective audience development and engagement strategies.
- Proven success in fundraising and experience of developing strategic fundraising plans.
- Knowledge of the infrastructure, sectoral issues and trends of the arts in Ireland.
- Skills and good judgement in relation to problem solving.
- Experience of marketing, fundraising and managing partnerships.
- Experience working with Sage Line 50, Thesaurus Payroll software and Ticketsolve box office software or similar systems.
- A passion for fostering community and a good sense of humour.

### **TERMS AND CONDITIONS OF EMPLOYMENT**

- The Executive Director position offers a 2-year contract.

- The position will include a 6-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 position holds an entitlement of 22 days' holiday pro rata, in addition to public holidays.
- Salary range €50 - €55,000, commensurate with experience.

### **APPLICATION PROCESS**

1. **Application closing date:** Friday, 1<sup>st</sup> December 2023 at 12pm
2. **First interview date:** Week of December 4<sup>th</sup> 2023
3. **Second interview date:** Week of 11<sup>th</sup> December 2023
4. **Intended start date:** Week of 15<sup>th</sup> January 2024

### **APPLICATION GUIDELINES**

**Applicants are invited to submit:**

- A CV outlining relevant experience.
  - Maximum of four pages and should focus 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
- A cover letter which must outline:
  - what skills and qualities you would bring to the role;
  - why you want this role;
  - the challenges of the role and what experiences may have prepared you for overcoming them
  - Your cover letter should be no longer than two pages
- You should indicate the names and positions of two referees relevant to your application. Contact details are not necessary at this stage but names and positions held are required.
- You must have legal status to work in the Republic of Ireland.
- Applications should be emailed to [recruit@fringefest.com](mailto:recruit@fringefest.com) by Friday, 1<sup>st</sup> December 2023 at 12pm.

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

*For further information about Dublin Fringe Festival, FRINGE LAB and our previous programme information, please see [www.fringefest.com](http://www.fringefest.com). If you wish to contact us for an informal discussion in confidence, please contact our [recruit@fringefest.com](mailto:recruit@fringefest.com) with your questions.*