



**Job Title:** General Manager

**Reporting To:** Festival Director

**Responsible for:** Heads of Department: Production, Box Office, Volunteer Coordination, alongside Studios Coordinator and the Bookkeeper. Supports the Festival Director with Head of Marketing & Development, Programme Manager.

### **ABOUT THE ROLE**

Dublin Fringe Festival is thrilled to announce an exciting opportunity for a dynamic and forward-thinking individual to join our team as our new General Manager. The General Manager 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. This is a senior position at the heart of one of the most skilled, dynamic and hard-working teams in Ireland. We are looking for an experienced and energetic individual who wants to play a key role in the future of Ireland's most exciting arts festival.

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. You are experienced and skilled with budgets and financial planning. You are strategic and know how to get things done in the cultural sector. You have an ability to manage multi-disciplinary teams and spaces. You have experience managing marketing teams and supporting organisational income generation and enabling successful fundraising activity led by the Head of Marketing & Development. You get a real kick out of data, IT, tech specs and spreadsheets. You are capable of seeing the big picture and the granular detail and you excel at enabling a team to achieve the very best. You have a passion for building partnerships, growing community and advancing Fringe's work as an engine room for new artistic experiences in collaboration with the Festival Director and DFF team. Above all else, you are a champion for culture and understand the importance of artists and the role they play in our society.

## **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

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.

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](#)

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## **WHAT THIS ROLE ENTAILS:**

### **STRATEGIC PLANNING**

- To grow and strengthen Dublin Fringe Festival, its vision and all its activities within the ethos of inclusivity, diversity and partnership.
- 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.
- To help lead a small, powerful team in the support of artists making work, and to present a pioneering and ambitious 16-day festival each year to as many audience members as possible;
- To motivate, manage, support, galvanise, inspire and enhance the festival team in all of their work, promoting best practices, and ensuring equal opportunities.
- To ensure the organisation meets proper governance practices and documentation, ensuring full compliance with all financial, legal, statutory, and contractual requirements, keeping policies up-

to-date and implementing them effectively.

- To develop and maintain an active three-year strategic plan in partnership with the Festival Director and the Board of Directors.
- To champion the organisation at local, national and international level, promoting the core values of the festival and artists, assuming a deputy role for the Festival Director.
- To foster and sustain positive working relationships with organisations and individuals who contribute to Dublin Fringe Festival's mission and vision.
- To uphold and promote Dublin Fringe Festival's core values, fostering a culture of equality and inclusivity throughout the organisation and the artistic community we serve.
- To fulfil any other duties as may be required by the Board of Directors and the Festival Director as they arise in what is a dynamic and leading organisation that supports and presents artists who challenge, subvert and invigorate their disciplines and practice.
- Work closely with the Festival Director & Head of Marketing & Development to ensure that operational planning, organisational strategy and resources support the successful delivery of fundraising, philanthropy and partnership targets, activity and objectives.
- Support the development of Dublin Fringe Festival's income diversification strategy, ensuring internal systems, governance and operational planning enable the growth of philanthropic, corporate and partnership, alongside the Festival Director & Head of Marketing & Development.

#### **FINANCIAL CONTROL, MANAGEMENT AND STRATEGY**

- Drafting, implementing and updating budgets, managing income and expenditure, ensuring robust financial management strategies, and long-term sustainable financial planning, all in consultation with the Festival Director;
- Producing monthly and quarterly management accounts, liaising with the Finance and Audit Committee, managing the annual audit and preparation of financial statements in collaboration with auditor and bookkeeper;
- Ensuring best practice in governance, also holding the role of Company Secretary (includes coordinating all Board and General meetings and taking minutes), liaising with the Companies Registration Office, The Charities Regulatory Authority, Revenue and other government bodies;
- The daily management of the finances, including purchase orders, reconciliations, managing cash flow, box office projections, reconciliation of all participating companies, venues and other stakeholder settlements.
- 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.
- Work with the Festival Director and Head of Marketing & Development to integrate philanthropic and partnership and donation income projections into organisational financial planning and multi-year budgeting.
- Ensure strong financial reporting systems are in place to support fundraised income management, tracking and reporting.

#### **OPERATIONAL MANAGEMENT**

- To support the producing of one of Ireland's largest multidisciplinary festivals: liaising with

partners and artists, ensuring that the festival-making process is smooth, particularly across key areas: sites & venues, contracts, insurance, budgeting and timeline.

- Ensuring 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;
- Overseeing the management of the festival production timeline, and with the Festival Director, ensuring each Head of Department delivers the aspects of their role on time and within budget;
- Meeting the organisation's insurance, legal, contractual and statutory requirements;
- Overseeing the smooth day-to-day operations of the Dublin Fringe Festival building;
- Maintaining pro-active Health & Safety Policy for all activity with the relevant team members;
- Maintaining the office and all systems management, including IT and telecoms;
- The implementation and management of box office systems including ticketing software, merchant services, box office venue, seasonal staffing and IT systems;
- Supervise the Production Manager to ensure successful event planning and execution.
- Manage Box Office, Front of House, and Volunteer Managers.
- Nurturing our relationship with our landlord, the Temple Bar Cultural Trust.
- Handle supplier contracts and complaint procedures.
- The negotiation and administration of contracts with companies, venues and strategic partners.
- Ensure organisational systems including (ticketing / financial systems support donor stewardship and partnership reporting in collaboration with the Head of Marketing & Development).

## **HR**

- Manage the recruitment of core staff, staff contracts, training and appraisal, supported by the Festival Director; ensuring a positive working environment and up-to-date staff training.
- Line-managing the Bookkeeper, Production Manager, Studios Coordinator and various festival staff including the Box Office Manager and Volunteer Coordinator;
- Manage core staff in relationship to their departmental budgets and timelines.
- The recruitment and supervision of contract staff, as informed by the Staff Handbook, legislation and best practice in human resource management.
- Fringe HQ is an active place with a small team year-round. At different points of the festival cycle, you'll be expected to provide support to your colleagues, to the building and to the artists that work there.

## **COMMUNICATIONS AND DEVELOPMENT:**

- In collaboration with the Festival Director is responsible for all funding applications and reports, in particular strategic and statutory funding applications.
- Working closely with the Festival Director and Head of Marketing & Development to support the strategic planning and development of existing and new income streams, and to assist in securing private, corporate and philanthropic income.
- In collaboration with the Festival Director and Head of Marketing & Development, is responsible for cultivating, securing and managing relationships with commercial corporate partners;
- Is responsible for cultivating and maintaining good relationships with key partners including the

Arts Council, The Department of Culture, Dublin City Council and all other funders and stakeholders;

- Identifies and develops productive relationships with strategic partners, in both the public and private sector to enhance and the festivals primary objectives;
- Ensure regular and effective communication with individual donors and identify and contribute to opportunities for cultivation.
- Supervise the Head of Marketing & Development, in the successful implementation of the comprehensive marketing and PR strategies and budgets including institutional marketing and friends scheme;
- Coordinates reports to stakeholders and funders as required.
- Collaborate with the Head of Marketing & Development 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 departments.

#### **PERSON SPECIFICATION**

The General Manager should be enterprising, professional and should possess the necessary business and managerial acumen required for this dynamic position, including 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 and the ability to work with a wide range of people
- 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.
- 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;
- 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 and proven success in fundraising and managing partnerships;
- Experience working with Sage Line 50, Thesaurus Payroll software and Ticketsolve box office software or similar systems.
- Experience of overseeing innovative and effective audience development and engagement

strategies.

- A passion for fostering community and a good sense of humour.

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

- The General Manager 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 €47 - €53,000, commensurate with experience.

#### **APPLICATION PROCESS**

1. **Application closing date:** Wednesday, 22<sup>nd</sup> April 2026 at 5pm
2. **First interview date:** Week of 27<sup>th</sup> April 2026
3. **Second interview date:** Week of 4<sup>th</sup> May 2026

#### **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 5pm on Wednesday, 22<sup>nd</sup> April 2026.

***Dublin Fringe Festival is an equal opportunity employer and welcomes applications from all sections of the community. Dublin Fringe Festival is core funded by the Arts Council / An Chomhairle Ealaíon.***

*For further information about Dublin Fringe Festival, 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 question.*