

**Moat Theatre, Naas
Theatre Manager Position**

The Board of The Moat Club CLG, owner of the Moat Theatre, wishes to employ a Theatre Manager. The role holder will be responsible for the artistic, business and strategic management of the Moat Theatre.

Details

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Theatre Manager Position**

Context:

The Moat Theatre is a multi-purpose theatre (seating capacity 200), located in the centre of Naas and is owned by The Moat Club CLG. The theatre was redeveloped in 2003, and is the home of the Moat Club Amateur Drama Group. It provides a base, for a range of community theatre and music activities in addition to hosting touring productions. The management of the theatre is overseen by a Board of Directors, elected from the voluntary membership of The Moat Club CLG.

Role:

As Theatre Manager at the Moat Theatre, you will provide strategic leadership, develop a vibrant commercial programme of live events and entertainment, and manage the theatre in a financially viable manner. You will have a strong track record of developing key relationships with audiences, promoters, artists and funders and a desire to see the Moat Theatre flourish.

The main competencies for the role are as follows:

Artistic Programming/ Event Management

- Track record of creating diverse theatrical and commercially viable programmes, that provide an appropriate balance to meet diverse audience expectations
- Experience in event management
- Established connections with external stakeholders in the entertainment business
- Ability to negotiate
- Work with the Moat Club CLG in relation to accommodating their in house productions
- Good working relationship with amateur drama groups and musical societies
- Liaising and negotiating with production companies to plan the programme of work
- Maintaining contact with other theatre managers and producers in order to stay up to date with developments and new productions

Commercial Business Management

- Excellent skills in management of a theatre venue including box office, café tenant, mobile phone licensee, bar and front of house
- Management and maintenance of the premises and all technical equipment and assets associated

- Ensure that the theatre is compliant with all relevant legislation such as health and safety and licensing laws etc
- Customer relations management;
- Liaison with external service providers
- Liaison with the theatre's board of directors
- Full administrative support for the theatre and the board

Accounts/ Fundraising

- Develop and manage the budget of the theatre and exercise ultimate financial control
- Apply for, and negotiate with all funding bodies including Local Authority, Department of Culture, Heritage and the Gaeltacht, European Leader Fund and provision of relevant financial data to secure relevant funding for the theatre
- Network with local industry and communities, educational organisations, relevant bodies and the public and encourage engagement in artistic activities
- Prepare regular financial accounts and ensure that all monies due to the theatre are received in a timely manner and that all liabilities are discharged in accordance with legislative requirements and good practice
- Liaise with the theatre auditors to produce the annual company accounts
- Maintain appropriate financial accounts so that the current financial position is known and that up to date monthly reports are available to the board of directors on request
- Carry out fundraising activities as required

Marketing/ Publicity

- Undertake marketing (traditional and digital) activities to promote the theatre and events in the theatre
- Prepare regular programmes and publicity material to promote same
- Update the website with details of all events in the theatre
- Promote the theatre through appropriate social media facilities

Relationship Management

- Recruitment and management of staff for the operation of the business including being responsible for HR processes such as training, performance management and disciplinary matters
- Development of appropriate staff policies and procedures, including contracts of employment
- Liaison with external stakeholders in relation to availability of work schemes
- Developing appropriate relationships with external stakeholders including promoters, users of the theatre, service providers, audiences and members of the Moat Club CLG

The Person

The ideal candidate must be highly motivated, flexible and discreet and must have:

- Excellent understanding of contemporary performing arts
- Excellent relevant programme and event management experience
- Excellent interpersonal, organisational and communication skills
- The capability of working on his/her own initiative and as part of a team
- The capability of working to established deadlines
- Excellent IT and customer service skills
- A track record in financial management, marketing and human resource management

Other

Due to theatre opening times, working hours are generally varied and unsocial. The successful candidate will be expected to regularly carry out weekend and evening work. Salary for this role is negotiable and will be based on experience.

A letter of application and curriculum vitae including the names and contact details of two referees should be sent to the following e-mail address; moattheatrevacancy@gmail.com for the attention of the Board of Directors, the Moat Club CLG.

Closing date for applications is **Wednesday 28th February 2018**