

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR

INTRODUCTION

Macnas is an internationally acclaimed spectacle and theatre performance company based in Galway Ireland under the current leadership and artistic direction of Noeline Kavanagh working to a non-profit Board.

Macnas create large-scale interactive, immersive spectacle events for audiences, communities and festivals across the globe. Macnas transform cities, venues and public sites into playgrounds of imagination. The company's unique practice includes creative collaborations with musicians, playwrights, sporting legends, visual artists, community groups, counter-culture performance artists, actors and dancers. Internationally renowned, Macnas have toured the world performing in China, Australia, San Francisco, and most recently at SXSW in Texas 2016 and as the closing event for the UK City of Culture 2017.

Macnas will present the centerpiece event of Galway's year as European City of Culture in 2020: an adaptation of the epic Gilgamesh. This will be one of the most exciting productions in the company's history and an international team of collaborators have been engaged, including playwright Marina Carr, designer Julian Crouch and production partners Artichoke.

Macnas is at a critical and exciting time in its evolution; building on national and international partnerships and reimagining the future of the company. We want to make the most of the opportunities that are coming our way to transform our business and, in the process, build a unique team who can deliver on our vision.

Macnas is completely committed to the personal and professional development of its people; staff and associates.

Macnas is engaged in restructuring the company and in the context of 2020 has identified an opportunity for an Executive Director. This will be a fixed term position based in Galway, with the potential to play a transformative role in the future of the company.

The role is envisaged as one where, working closely with the Artistic Director and who will report directly to the Board, the ED will:

- Act as an ambassador for Macnas internally and externally with stakeholders, funders, potential partners.
- Devise and implement new company strategies for the business direction of Macnas and governance practice and policies.
- Support on the delivery of the ambitious programme which the company has set itself, including Gilgamesh in 2020 and other international and national projects.

KEY RESPONSIBILITIES

The ED will provide or procure the imaginative and robust administrative structures, which will deliver on the company's ambitions. This is a senior position and the ED will be expected to identify and lead on new initiatives in addition to the below.

1. PEOPLE

The ED will manage core team members directly including the Company Administrator and Executive Producer, and any part-time/flexible staff including Marketing and Communications Coordinator, Volunteer Coordinator and Financial Controller, undertaking appraisals and HR matters on behalf of the company. The ED will work closely with the other members of the Executive Team, including the Artistic Director and report directly to the board.

The ED will devise communications and other structures, which will maximise team working and ensure clear lines of communication for delivery of Macnas productions and projects.

In addition the ED will be responsible for the coordination of project teams including role descriptions, fee negotiation, contracting and relationship management with support from the Company Administrator.

2. MONEY

The ED will lead on budget strategies, reporting and management structures and be the budget holder for Macnas activity, both core and project based, including a high degree of co-ordination with production teams, stakeholders, and international co-producers.

The ED will co-ordinate and actively be involved in the preparation of all funding applications and will take a proactive role in identifying funding opportunities and will undertake funder stewardship and grant reporting responsibilities.

3. LEGAL AND GOVERNANCE

The ED will be ultimately responsible for ensuring that Macnas meets all of its legal obligations from a policy and licensing point of view and will be closely involved with the preparation and delivery of information for the Board of Directors.

THE PERSON

ESSENTIAL EXPERIENCE

The person Macnas is looking for will have:

- Extensive experience of working in complex environments to deliver projects
- Experience of working at a large scale with vision and ambition and making the most of limited resources
- Experience of how productions work and the roles and responsibilities of various team members
- Strong, demonstrable financial sense and experience

- Strong, demonstrable people skills and experience
- Strong communication skills in all channels, in person and on the page

DESIRABLE EXPERIENCE

- Ideally the person appointed would have a track record in being imaginative and resourceful about a company's future and have experience in the administrative and legal aspects of company management.
- Macnas is interested in hearing from mid-career arts and other managers from Ireland and elsewhere for whom this would be a developmental opportunity and is wholly committed to the professional development of the team.

PERSONAL CHARACTERISTICS

The company is seeking an exceptional person to fill this role, one with the desire to develop their personal skills and brand.

The person who is appointed will be:

- Professionally driven and imaginative, a problem solver, the first point of contact for everyone with a challenge
- Intellectually and professionally capable and confident, managing processes and bringing them to conclusion
- Financially astute and committed to developing the income and operational models of the company to the benefit of the artistic vision
- Disciplined and motivated; capable of devising approaches to the work and following through
- Welcoming of innovation and positive about working in iterative and dynamic processes
- Complementary to the CEO in terms of personal brand, networked and energetic

PRACTICAL DETAILS

This is a 24 fixed term position based in Galway, with a 6-month probationary period. The salary for the role offered will be commensurate with experience.



To apply for the role please send a CV and cover letter, detailing your experience and how you would apply it to this role, of no more than two pages, to jobs@macnas.com by Monday 28 Jan at 9am.

Shortlisted candidates will be contacted by 30 January and first round interviews will be held in Galway on Monday 4 February.