IRISH THEATRE INSTITUTE

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JOB DESCRIPTION

Position: Playography Researcher
Contract offered: One-year fixed term, part time (*two days per week*)
Proposed start date: 7th January 2020
Salary: 31,500 pro rata
Closing date for applications: Friday 22nd November, 5pm

Irish Theatre Institute (ITI) wishes to appoint a Playography Researcher on a one-year fixed-term contract (two days per week) working on its flagship project, PLAYOGRAPHY*Ireland*. As a Researcher you will responsible for data entry, ePlay management and research pertaining to the mapping of the Irish theatre repertoire.

ITI is a resource organisation for the professional theatre sector that nurtures, promotes and drives the ambition of Irish theatre makers and Irish theatre, from its grassroots beginnings to its presentation on the world stage. We seek to maximise creative opportunities and resources for performing artists and producers across theatre in an all Ireland and international context. PLAYOGRAPHY*Ireland* comprises two comprehensive online searchable databases: Irish Playography (all new professionally produced Irish plays written in English since the formation of the Abbey, Ireland's National Theatre, in 1904) and Playography na Gaeilge (all new plays written and produced in the Irish language since 1901), both housed on www.irishplayography.com. ITI is funded by the Arts Council with project support from Culture Ireland, Dublin City Council and Foras na Gaeilge.

Please apply with your CV listing two references (preferably with email addresses) and a cover letter outlining how your skills, interests and experience meet the requirements of this post.
Please email these documents to Eláine Donnelly, General Manager edonnelly@irishtheatreinstitute.ie
Interviews to be held w/c 9th December 2019.

See details of the *Researcher's Role* and *Skills/Competencies* below.

Researcher's Role:

The emphasis of the work will be on research and the Researcher will be required to undertake a number of specific tasks relating to PLAYOGRAPHY*Ireland.*

- Critical assessment of new plays;
- Liaising with website developers in relation to bugs, errors and site redesign/redevelopment;
- Training support staff on data-entry and managing data entry process;
- Providing sign-off and quality assurance on new play entries;
- Managing ePlays, including contracts;
- Compiling Findings Reports;
- Chairing Advisory Panel meetings;
- Communicating with public.

Skills Required

- Excellent research skills and attention to detail;
- Technical competence and an ability to quickly learn data-inputting techniques required for PLAYOGRAPHYIreland (training provided);
- Have a high level of computer literacy and knowledge of all Microsoft Office packages including advanced knowledge of Excel Pivot Tables;
- Good knowledge of and an interest in the contemporary and classic Irish theatrical repertoire (preferable);
- Excellent writing skills;
- An ability to work to deadlines and within budgets;
- Be a team player.

Desirable but not essential

- Knowledge of contemporary online archiving systems;
- Written and spoken proficiency in the Irish language;
- An understanding of the requirements of publishing both on line and in hard copy;
- Experience of statistical analysis.

All applications will be **acknowledged by email**. If you apply and do not receive an email, please contact us to ensure your application has reached us safely.