



EXECUTIVE PRODUCER

ROLE DESCRIPTION & APPLICATION INFORMATION

Role title:	Executive Producer
Reporting to:	CEO / Director
Direct reports:	Head of Production, Theatre Manager
Joint report (with the CEO):	Head of Finance (Part-time)
Location:	Dublin 1, Ireland
Contract:	Permanent, Full-time

BACKGROUND TO THE GATE THEATRE

The Gate Theatre was founded in 1928 by Hilton Edwards and Micheál MacLiammóir. Their productions were innovative and experimental and they offered Dublin audiences an introduction to the world of European and American theatre as well as classics from the modern and Irish repertoire.

Theatre can lead to extraordinary moments of shared imagination. It enables us to stand in another's shoes to better understand ourselves, and the world around us. It shows us who we are, who we have been, who we could be. From its earliest forms of storytelling around the campfire, theatre has sought to reach people, to teach people, to communicate ideas – and to promote change. The Gate's mission is to be an International home for Irish artists and an Irish home for international artists. On its stage in Dublin and through tours, partnerships and creative collaborations, there is a commitment to 'open the Gate' to new

artists, audiences and new forms of theatre. The Gate's aim is to share this work with a large, diverse and evolving audience both in Ireland and around the world.

As an artist-led organisation the 'work' is at the heart of everything the Gate does. It produces a broad programme of new, contemporary and classic work, all of which speaks to today's world.

The theme of the Gate's current season is *Love and Courage*, and this theme emulates its aim to delve into Ireland's deep and world-renowned cultural legacy to establish a global world-class theatrical powerhouse. As the world continues to experience seismic economic, societal, political and cultural shifts, the 21st century has brought incredible change to our lives through technology and globalisation. However, theatre remains the backbone of society's culture, and none more so than Dublin, where Ireland's literary and creative output is world-renowned. Housed in the awakening Cultural Quarter, the Gate must now navigate decisively to open a new chapter, and deliver on the global stage.

Principles of the Gate's Vision:

- An Irish home for international artists and an international home for Irish artists - a network of international partnerships and collaborations - a creative leader on the world stage.
 - A global world-class theatrical powerhouse producing annually, a year-long programme of original work, attracting a diverse and broad audience.
 - A space for the world's greatest artists to meet, collaborate and exchange ideas through local, national and International encounters both on and off-stage.
 - To launch the next generation of artists on the world stage and to nurture these artists through mentoring and development, producing their work both at the Gate and internationally.
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PURPOSE OF THE ROLE

The Executive Producer will report to the CEO/Director, supporting them in providing the Gate with inspirational and inclusive leadership; ensuring the successful delivery of an ambitious artistic programme, and the financial stability, growth and development of the company, whilst continuing to build on its national and international profile. The Executive Producer will play a key part in delivering the CEO/Director's vision for the future of the theatre with specific responsibility for exploring commercial opportunities for Gate Theatre productions, and developing the Gate's national and international touring profile. The Executive Producer will deputise for the CEO/Director as required.

RESPONSIBILITIES

Principal responsibilities working in close collaboration with the CEO/Director:

Leadership

- As a key leader in the organisation, support the CEO/Director in creating a positive, open and collaborative working environment that reflects the inclusive and ambitious vision and values of the organisation; ensure a safe and supportive working environment which promotes the wellbeing of all team members.
- Provide active and dynamic leadership, which enables and develops team members across the organisation; ensure that organisational structure is responsive to team needs and enables successful delivery of plans across all departments.
- Partner with the CEO/Director to create and implement strategic plans that develop the vision, mission and output of the organisation.
- Oversight and, where appropriate, leadership of recruitment, professional development, management and regular performance appraisal of Gate's full and part-time staff.
- Support the CEO/Director in maximising income and maintaining excellent relationships with statutory bodies.

Producing

- Partner with the CEO/Director and Head of Production to ensure the overall delivery of the Gate's programme of work.
- Develop the commercial potential of the Gate Theatre, enabling productions to transfer to other venues, including the West End and national and international touring.
- Manage all national and international touring and transfers, taking responsibility for the creation, language and financial terms of all transfer and touring contracts, maximising income whilst ensuring the best possible relationships with the Gate's external producing partners.
- Manage the Head of Production, providing oversight of author, actor and creative team deals, and co-production arrangements; ensuring that the Gate's producing operation is robust and the Gate is a sector leader in best practice producing.

Operational Management

- Manage and oversee the theatre management team, ensuring effective seamless operational delivery and building management.
- Ensure that the Gate's producing and theatre management teams are working effectively and efficiently together, maximising opportunities for the Gate's productions and assets.

Finance & Governance

- Partner with the CEO/Director to oversee and ensure the effective, responsible and solvent financial management of the Gate Theatre; including setting annual budgets, developing financial strategies and reporting, and ensuring the implementation and updating of business plans.
- Oversight and management of the Head of Finance and the finance team.
- Lead responsibility for setting annual production budgets.
- Manage the Head of Production to ensure that production budgets are met and reported on regularly and efficiently.
- Take lead responsibility for ensuring good governance of the charity and company, confirming that all statutory matters have been dealt with in a timely and correct manner.
- Attend Board meetings and sub-committee meetings as required to present updates on the company and productions as well as current and future seasons. Communicate to the CEO/Director and the Board on all matters, and enable timely authorisation of seasons of work and annual budgets; maintain an open and collegiate working relationship with the Trustees.
- Ensure that all reporting requirements are met for public and private sector funders.

This job description is a guide to the nature of the work required of the Executive Producer and is not an exhaustive list of duties and the CEO/Director may, at any time, allocate other tasks which are of a similar nature or level.

PERSON SPECIFICATION

Essential Experience, Qualities and Skills

- At least ten years' experience as a senior leader within an arts organisation.
- Proven experience of strategic management of a similar sized organisation, with experience of implementing change and expansion.
- Experience of creating and managing significant budgets and financial systems.
- Negotiating co-production/transfer deals.
- Evidence of strong leadership, team building, communication and people management.
- A proven ability to produce or executive produce ambitious and original work for the stage.
- A diverse network of industry contacts nationally and internationally.
- A good understanding of marketing and audience development.
- Proven experience of fundraising from a wide range of sources.
- Understanding of the national arts and theatre scene, and knowledge of the major social, financial and political issues facing the industry.

- An understanding of and commitment to the artistic mission and ambition of the Gate Theatre; and a demonstrable commitment to the broadening of cultural diversity and access within and to the theatre industry.
- A collaborative and empowering management style, with the ability to bring out the best in a team.
- An understanding and appreciation for new technology and how it can be incorporated into the work of the Gate Theatre.
- The ability and ambition for building the reputation and work of the Gate Theatre, both nationally and internationally.