



Recruitment Notification

Role title:	Community Engagement Manager
Reporting to:	Artistic Director
Key Relationships:	Executive Director Senior Management Team, Gate Company
Direct Reports:	None at present but with option to grow
Location:	Dublin 1, Ireland
Contract:	Permanent, Full Time
Spec effective:	2022 October

BACKGROUND TO THE GATE THEATRE

The Gate Theatre was founded in 1928 by Hilton Edwards and Micheál Mac Liammóir. 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.

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.

Since late summer 2022 The Gate changed leadership through the appointments of Róisín McBrinn and Colm O'Callaghan. Many of the new approaches the new team want to lead with are underpinned by a commitment to making the Gate a more civic space.

PURPOSE OF THE ROLE

At the Gate Theatre, we aim to cultivate an environment where a broader range of communities can call this space their own. We want people to feel empowered by their engagement with us.

The COMMUNITY ENGAGEMENT MANAGER will work with the Leadership team to plan, develop and implement a programme of engagement with schools and members of the local Dublin community to ensure the Gate becomes a more civic space. They will create a community engagement programme that will expand professional pathways for Irish artists, deepen the Gate's connection to Dublin city's diverse communities and enrich the offerings for our dedicated audiences.



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DELEGATED AUTHORITY

The role has delegated authority in line with the Gate's internal policies.

KEY RESPONSIBILITIES

Strategic Planning & Project Delivery:

- Work closely with the Leadership team, the local community and Dublin schools on the development of the Gate's creative engagement strategy encompassing transformative work with the local community and schools locally and nationally.
- Foster and develop strong and innovative partnerships with community, arts, education, and other organisations locally and nationally.
- Cultivate a programme of school's engagement to ensure a holistic experience for school audiences for our Christmas 2023 production.
- Plan and ensure the delivery of the highest quality creative engagement programme at the Gate, including creating and maintaining departmental systems which support excellent delivery.
- Liaise with other Gate departments regarding scheduling, marketing, and the safety of all community engagement activities.
- Plan resources including staffing required and lead timely recruitment of freelance and fixed term project roles.
- Be a passionate advocate for the importance of the Arts in education both internally and externally within the cultural, political, and educational sectors.

Management and Team Building:

- Recruit, lead, induct and develop the Community Engagement team's full, part-time, and freelance staff.
- Report regularly to Head of HR on Safeguarding, including always ensuring compliance with the Gate Theatre's Safeguarding policy.
- Plan and deliver an appropriate programme of training for community engagement staff and freelance practitioners.
- Actively help create a positive, open, and responsive working environment.
- Collaborate effectively with Senior Team colleagues to achieve the Gate Theatre's mission and strategic objectives.
- Contribute to the development of appropriate creative learning budgets, monitor expenditure and income targets, and undertake financial and statistical reports as required.
- Ensure compliance with all statutory requirements, particularly in respect of Health & Safety regulations and Child Protection/Safeguarding.



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Communications:

- Attend weekly Company Meetings and fortnightly Comms & Planning meetings.
- Prepare occasional Community Engagement reports for Board of Directors and its committees as required.
- Ensure effective communication and advocacy with funders and other key stakeholders.
- Keep up to date on current thinking and practice in theatre, creative learning and theatre education and maintain The Gate's profile as a centre of excellence.

Relationship Management:

- Develop and oversee external partnerships (including educational institutions and community groups).
- Build and maintain relationships with key funders.
- Represent the Gate at external meetings, groups and platforms relating to creative learning and skills, outreach, and participation at local, national, and international levels.

Audience Development:

- Work with the Head of Audience and Media to create and develop engagement projects and activities to meet audience development objectives and targets.

COMPETENCIES

- Communication and Relationships – Strong working relationships facilitate the Gates objective to engage the right people for all roles within the company.
- People Management – People are the Gates key asset; collaborative team management will support the Gate in achieving its artistic vision.
- Results Orientation – A focus on delivering on requirements is key aspect of this role.

PERSON SPECIFICATION

Essential

The post holder must be able to demonstrate the following:

- At least 5 years' experience of working in the arts participation field
- Experience in developing high quality participation & engagement arts projects, working with artists, cross-sectoral partners, and internal colleagues as required
- Experience of producing participatory arts projects with a wide variety of different publics including work with vulnerable people and individuals who may experience barriers to the arts



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- Knowledge and understanding of best practice in developing participatory work including the different types of participatory arts practice
- Able to think strategically and plan ahead
- Experience of setting, managing, and monitoring budgets
- Excellent communication skills
- Experience of initiating and developing partnerships
- Ability to work on own initiative and in a team with flexibility and an ability to prioritise a varied workload
- A high level of computer literacy and willing to learn new software

Desirable

- Knowledge of Dublin 1's communities, or can demonstrate experience of brokering new relationships with local communities
- Completed up to date child protection and safeguarding training
- Completed disability awareness training

This job description is a guide to the nature of the work required of the role; it is not an exhaustive list of duties and additional tasks which are of a similar nature or level may be allocated at any time in line with business requirements.

TERMS & CONDITIONS

The standard office hours are between: 9am and 6pm, The standard Theatre hours are between 5pm and 12.00 midnight. The role will operate across both timeframes on a net 37.50 hour working week.

The role involves working irregular and flexible hours on a regular basis which is reflected in the remuneration.

The standard working days for the role are 5 days over seven Monday to Sunday, while the role may operate predominately Monday to Friday some weekend work is required which is reflected in the remuneration. The role is required to work during open and dark periods within the Theatre schedule.

Salary: The position is banded at Manager level within the Gate Management Level Framework with a salary of €40-€45k, commensurate with experience.



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Application and Selection Process

If you have the drive, experience, and passion to work as our Head of Producing, please submit a comprehensive Curriculum Vitae and supporting letter by email to:

HR@gate-theatre.ie referencing **Gate Theatre Community Engagement Manager**

As part of our Equal Opportunities in Employment Policy, we have a system to monitor all job applications. Please complete our Equal Opportunities Monitoring Form and submit it as part of your application. This information will be used for monitoring purposes only and shall remain strictly confidential in line with our Data Protection arrangements.

https://forms.office.com/Pages/ResponsePage.aspx?id=4aYnk08dpk-cJoL46NGm4S8b4TC9G_BFoHV_mNwbaTRUQzRMTU42TTdQNDMwSVIJVUZFTFE3VkRMTS4u

This form will not be used during the shortlisting process but will be used separately and for the purpose of recruitment monitoring and provision of statistical data. All information supplied will be treated in the strictest confidence and protected from misuse.

Closing date for receipt of applications is **Wednesday 30th November 2022**.

The position is offered on a permanent basis.

The Position will be advertised internally and externally via the Gate and Artistic Community media Channels.

Candidates will be assessed based on their application, relevant experience, and the interview process.

The interview process will consist of an initial group information session which will be held over zoom plus up to two rounds of interviews.

First round interviews will take place on **Monday 5th December 2022** and will be competency-based related to the role requirements. Final round interviews will build on first round and involve specific scenario based questions plus a presentation.

The Gate is an equal opportunities employer where diversity is valued and support