



Recruitment Notification

Role title:	Executive Assistant
Reporting to:	Executive Director and Artistic Director
Key Relationships:	Senior Management Team
Direct Reports:	No Direct reports
Location:	Dublin 1, Ireland
Contract:	Permanent, Full Time
Spec effective:	2023 March

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.

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.

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 in Dublin, whose literary and creative output is world-renowned.

Principles of the Gate's Vision:

- An Irish home for international artists and an international home for Irish artists with a network of international partnerships and collaborations - a creative leader on the world stage.
- A global world-class theatrical powerhouse producing an annual 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.
- A platform 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.



Recruitment Notification

PURPOSE OF THE ROLE

The Executive Assistant (EA) is responsible for providing professional high-level administrative and organisational support, managing the day-to-day affairs and rapidly changing priorities, commitments, and deadlines of both the Executive Director (ED) and Artistic Director (AD).

The EA is the interface between the ED and the rest of the Gate Theatre Company. They are responsible for ensuring that both the ED and AD are able to fulfil the demands of their busy roles and that the needs of the Gate are also met. As such, they are required to filter requests for information, appointments, and other requests to the ED and AD based on a thorough understanding of the priorities of the Gate and the roles of the ED.

To fulfil their responsibilities, the EA must be a quick, adaptive learner who pro-actively seeks advice and input, as required. They must be comfortable communicating with a wide range of people in administrative, artistic, and technical roles, and be able to quickly grasp the operations of a theatre producing organisation including processes, priorities, and etiquette.

The Executive Assistant (EA) reports jointly into the Executive Director (ED) and Artistic Director (AD).

DELEGATED AUTHORITY

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

DIRECT REPORTS:

Currently no direct reports.

KEY RESPONSIBILITIES

Executive Director and Artistic Director Support

- Proactively support and work collaboratively as a unified team with the ED and AD.
- Diary management for both the ED and AD, including understanding their rapidly changing priorities, commitments, and deadlines, and always using discretion and confidentiality.
- Organise and manage internal and external meetings for the ED and AD, when required. Manage meeting changes and schedules to ensure the needs of all parties are met.
- Initiate and implement systems and processes to enable the ED and AD to maximise their time.
- Sort, prioritise and distribute communications to the ED and AD, via telephone, email or hardcopy, and respond on their behalf, where appropriate.
- Manage the annual submission schedule to ensure the ED and AD are enabled to meet their regulatory, sector, and compliance responsibilities.
- Research projects for the ED and AD, as directed, within the timeframes specified.
- Draft professional and timely, often confidential, correspondence for the ED and AD.
- Manage the on-boarding and Induction programme for new Directors, Senior Managers and other direct reports of the Executive Director and Artistic Director.
- Assist with matters related to contracting and licensing as required.



Recruitment Notification

- Coordinate and book national and international travel, accommodation and related offsite logistics for the ED and AD.
- Assist the ED and AD hosting on-site meetings, including greeting guests and making them feel comfortable, offering them tea and coffee etc.
- Ensure that general office maintenance/administration is done for the ED and AD, including opening mail and filing, emailing, photocopying, and organising couriers.
- General administrative duties, including but not limited to management of circulated publications, on and offsite hospitality bookings, RSVPs, external procurement processing e.g lunches, flowers, publications, credit card and expense processing and reconciliations and purchase order requests, proactively initiating helpful work practices.
- General support and personal duties for the ED and AD to enable them concentrate on their priorities.

Stakeholder Management, Events and Meetings (internal and external)

- Attend Opening Nights and other key Gate Theatre Company events with the ED and AD, including greeting and hosting guests, when required.
- Work with the Box office and Audience and Media to create guest lists for key events.
- Develop a strong understanding of the company, departments, and employee roles.
- Proactively create strong relationships and open communication with stakeholders including Artists, Senior Managers, the Board, Sponsors and Donors.
- Provide assistance to members of the Senior Management team, as required.
- Liaise professionally with the Board of Directors, their EA's and Board sub-committees.
- Schedule and minute Board and Committee meetings, understanding the tone and sensitivities and adapting writing style, as necessary.
- Manage the process of drafting agendas, assembling and dispatching papers for Board and Committee meetings, in partnership with the ED.
- Set dates and prepare agendas for Company meetings, as required.
- Assist the ED and AD with Government, Arts Council, Sponsors, Donors and other arts industry stakeholders, as required, and act as the key point of contact on their behalf.
- Assist the ED and AD with administrative support in the collation of data and information for the Annual Report and Government and Compliance projects, as required.
- Suggest and develop general office related administrative process improvements and efficiencies.
- Undertake any other duties as may be reasonably required from time-to-time to help ensure that the ED's, AD's, and the Gate Theatre Company's, day-to-day and longer-term priorities are met in an effective, proactive, and timely manner.



Recruitment Notification

PERSON SPECIFICATION

The post holder must be able to demonstrate the following:

Essential

- 5 to 10 years' experience in a similar executive role with an understanding of the role of company secretary and related obligations of the Board of a charity.
- Must be creative, resourceful and enjoy working within an environment that is mission driven, results driven and community oriented.
- Ability to exercise good judgement in a variety of situations.
- Strong written and verbal communication skills with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external stakeholders
- Excellent communication, organisational and administrative skills
- Ability to manage multiple simultaneous priorities effectively.
- Ability to work independently on project work and as part of a team.
- Ability to work under pressure and maintain confidentiality when required
- Flexible approach to working hours (some weekend work may be required)
- Proficient in Microsoft Office (MS Outlook, MS Word, MS Excel, MS PowerPoint and MS Project).

Desirable

- Knowledge of and interest in the Arts Sector and Theatre in particular
- Knowledge of the charity sector
- Experience working as executive assistant at CEO level within a not for profit organisation

TERMS & CONDITIONS

The standard office hours are between 9am and 6pm. The standard Theatre hours are 5pm to 12.00 midnight. The role will operate across both timeframes on a net working hours 37.5. The role will involve working flexible hours for Board meetings, Show opening and closing nights and other events on a regular basis which is reflected in the salary.

The standard working days for the role are 5 days over six Monday to Saturday, while the role may operate predominately Monday to Friday some weekend work may be required which is reflected in the salary.

The role is required to work during open and dark periods within the Theatre schedule.

Salary: The position is banded at Specialist Function Officer level within the Gate Management Level Framework. The salary bracket for the role is €35,000 to €45,000, the final salary will be commensurate with experience.



Recruitment Notification

Application and Selection Process

To apply please submit a curriculum vitae and single page supporting letter outlining how you meet the requirements of the post including examples of your experience. In your application email please include details of your availability for interview between March 27th and April 7th, salary expectations and details of availability to start in the role if appointed.

Applications should be sent directly by email to: HR@gate-theatre.ie referencing **Gate Theatre Executive Assistant**

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_mNwbaTRUQzRMTU42TTdQNDMwSVIJVUZFTFE3VkrMETS4u

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 **5pm Friday 24th March 2023. Applications received after the deadline will not be considered.**

The position is offered on a Full-time 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 (cover letter and cv), relevant experience, and the interview process.

The interview process will be competency-based related to the role requirements. Interviews will take place via a combination of on-line (teams/zoom) and on-site at the Gate Theatre, Dublin 1. As the Gate Theatre is a historic building access involves external steps and internal stairs. Please include in your application email if you have any specific requirements should you be selected to attend an interview.

If you wish to discuss the role or have any specific questions related to the role, please address them via email to Colm O'Callaghan at Colm.OCallaghan@gate-theatre.ie

The Gate is an equal opportunities employer where diversity is valued and supported.