



RECRUITMENT NOTIFICATION

Role title:	New Work Manager
Reporting to:	Artistic Director
Key Relationships:	Artistic Director, Head of Producing, writers on commission, artists developing/creating work at the Gate Theatre
Location:	Dublin 1, Ireland
Contract:	Permanent 4 days a week

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 audiences an introduction to the world of European and American theatre as well as classics from the modern and Irish repertoire.

GATE MISSION & VISION

The Gate's mission is to produce unforgettable and inspiring theatre that connects, questions, and transforms our audiences and communities. The Gate is a values-led organisation and is underpinned by the values of care, collaboration, and excellence.

The Gate's vision is an Open Gate where every person has access to great theatre. An Open Gate is a civic Gate and will be a key cultural asset to Dublin's North Inner City. In the coming years, we will generate new audiences and excite current ones, invest in artists of the future, deliver our GATEWAYS community engagement programme, and be a supportive home to the best Irish artists and their international collaborators. As the Gate approaches its centenary in 2028, we will make its theatre a home to all stories and the Gate's communities, so that it continues to play a defining role in Irish society.

The Gate produces a varied programme of at least six productions per year including new Irish plays, Irish premieres of contemporary international plays, fresh re-interpretations of canonical works, shows for families and young people, and shows with music at their heart.

PURPOSE OF THE ROLE

This is a new role for the Gate and reflects our commitment to the creation of dynamic and world leading pipeline of new work for our stages through long term investment in writers and theatre artists, through the commissioning of writers and a rigorous approach to dramaturgy and development.



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RESPONSIBILITIES

COMMISSIONS:

- In collaboration with the Artistic Director, select artists to be commissioned and interrogate, generate, and expand new commissioning and production ideas.
- Manage Gate commissions from contracting to development to production.
- Manage research and development workshops bespoke to each commission.
- Give feedback where appropriate to writers, directors, and other work in development at the Gate.
- Identify and cultivate relationships with potential or future artists to be commissioned.

OPEN SUBMISSIONS:

- Create a framework and policy for the Gate's future approach to unsolicited scripts.

NEW WORK:

- To be the theatre's eyes-and-ears for work by new and emerging writers and companies in Ireland and to travel to see such work when necessary.
- To keep abreast of international theatre trends and potential international collaborations/presentations for the Gate.
- To act as dramaturg on certain projects and productions.

ARTIST DEVELOPMENT:

- To devise and deliver strands of our artist development programmes.

PROGRAMMING:

- Work with the Artistic Director and some of the wider team, to cultivate and extend programming suggestions, recommending plays for programming and ideas for new projects.

CONTACT:

- To be the first point of contact for all new and emerging artists that come through the building and to hold such relationships for the company.

MARKETING:

- Work alongside the Marketing team to help with some campaigns (i.e. contribution to copy, image choice, digital presence)

DEVELOPMENT:

- To work alongside the Development team in cultivating patronage and contributing to planning applications where appropriate.

CONTRACTING AND LICENCING:

- Manage the contracting and licensing of all writers on commission or working at the Gate.

GENERAL:

- Act as a diversity and inclusion ambassador and foster a culture of inclusion within the Gate.



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- Act as an Ambassador for the Gate Theatre at functions, opening nights and other networking opportunities.

Essential and Desirable Experience, Qualities and Skills

ESSENTIAL

- Demonstrable commitment to the Gate's vision, mission and values of care, collaboration, and excellence.
- Strong understanding of the new writing landscape in Ireland and beyond.
- Demonstrable experience of working with writers and directors of varying experience to realise their plays and productions.
- The ability to cultivate, extend and explode production ideas.
- A commitment to discretion and the value of confidentiality.
- A desire to collaborate across the team at the Gate.
- Strong IT and administrative skills with an attention to detail and efficiency.

Essential Personal attributes and Competencies:

Personal attributes

- Collaboration driven.
- Highly organised with excellent administration and time management skills
- Conscientious, positive, punctual, and reliable
- Proactive and self-motivated
- Ability to work well under pressure and juggle multiple tasks in a fast-paced environment.

Competencies

- Communication and Relationships – Strong working relationships improve collaboration and productivity while building and fostering an inclusive work environment within the Gate.
- Agility and Flexibility – Comfortable working within an evolving company which develops and grows from production to production.
- Attention to Detail – Strong attention to detail while delivering within deadlines.

This job description is a guide to the nature of the work required of the role; it is not an exhaustive list of duties. The role will be expected to be flexible and additional activities or areas of responsibility may be added at the Gate discretion.

The Gate is an equal opportunities employer and values diversity. We encourage applicants from different backgrounds and experience.

TERMS & CONDITIONS

Working Days and Hours: The standard operational office hours are between: 8am and 6pm, The standard Theatre hours are between 5pm and 12.00 midnight.



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The role will operate across both timeframes on a net 37.5 working hour week. The role will involve working irregular and flexible hours on a regular basis which is reflected in the remuneration package.

The standard working days for the role are 4 days over 7 days 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 will be 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 band of €40,000 to €50,000 pro rata.

Application and Selection Process

This is an excellent opportunity to develop your career on an in-house basis. To apply please submit a curriculum vitae and single page supporting letter outlining how you meet the requirements of the post with examples of your experience. Within the email, please include details of your salary expectations and your availability for interview during the month of December 2023. Applications should be sent directly by email to: HR@gate-theatre.ie referencing **Gate Theatre New Work 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 **5pm Friday 1st December 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.



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The interview process will be competency-based related to the role requirements. Interviews will take place on-site at the Gate Theatre, Dublin 1, if you are not available to attend in person please advise and we will endeavour to facilitate an online interview.

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, please address them via email to Róisín McBrinn at exec.assistant@gate-theatre.ie

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