



RECRUITMENT NOTIFICATION

Role title:	Community Engagement Facilitator
Reporting to:	Community Engagement Manager
Direct Reports:	No direct reports
Key Relationships:	Artistic Director, Senior Management Team (SMT), Gate Company
Delegated Authority:	The role has delegated authority in line with the Gate's internal policies.
Location:	Dublin 1, Ireland
Contract:	1-year Part-Time (18.75 hrs pw) Fixed term contract with the potential to extend for a further 2 years
Spec effective date:	2024 March.

Gate Vision

The Gate's vision is 'an Open Gate where every person has access to great theatre.' Under the shared leadership of CEOs Róisín McBrinn and Colm O'Callaghan, 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.

Gate Values

It is important that the Gate continues to be a values-led organisation. Care, collaboration and excellence are the Gate's core values.

Gate Mission

The Gate's mission is to make inspiring theatre that connects, questions and transforms our audiences and communities by:

1. Producing unforgettable and inspiring theatre
2. Creating a supportive and sustainable organisation
3. Driving the growth of a connected and confident Irish theatre at home and abroad
4. Ensuring long-term financial and operational sustainability



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Our History

The Gate Theatre was founded in 1928 by Micheál MacLiammóir and Hilton Edwards, and very quickly built a unique reputation as a producing house for introducing international writers and artists to Ireland. The theatre is housed in a beautiful Georgian building and has a capacity of 371 seats, which makes it attractively intimate for both actors and audiences alike.

Throughout its history the Gate has garnered an enviable reputation both at home and abroad and has proven itself to be one of Ireland's most successful theatres. The organisation mounts on average six major productions each year, playing to paying audiences which have averaged at over 80% for the last ten years.

The Gate is currently led through the joint management of its Artistic Director, Róisín McBrinn, and Executive Director, Colm O'Callaghan, who joined in the summer of 2022.

Purpose of the role

This is a new role for the Gate and reflects our commitment to the expansion and development of our community engagement programme. Through the delivery of its GATEWAYS community engagement programme, the Gate will continue to provide Dublin 1 and beyond with multi-faceted opportunities for personal, social and artistic development. The role plays an integral part in the delivery of the programme. The role will be a designated liaison person under the Gate Child Safeguarding programme and as such subject to recurring Garda Vetting.

Responsibilities

Strategic Planning & Programme Delivery:

- Work closely with the Community Engagement Manager, and our stakeholders on the Gate's community 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.
- Assist in the planning of the highest quality creative engagement programme at the Gate, including maintaining departmental systems which support excellent delivery.
- Deliver recurring and individual workshops, projects, tours, showings, and other engaging activities with members of the public, including school groups, community groups and friends/members of the Gate Theatre
- Take creative lead delivering specific areas of the programme and projects including, but not limited to, the GATEWAYS schools programme, youth theatre and adult community groups.
- Liaise with other Gate departments regarding scheduling, marketing, and the safety of all community engagement activities.
- Be a passionate advocate for the provision of an Open Gate where everyone has access to great theatre, both internally and externally within the cultural, political, and educational sectors.



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Communications and Collaboration:

- Participate in Meetings internally and externally as necessary.
- Prepare Community Engagement reports for Management as required.
- Ensure an accurate record is maintained of all activities, participants, aims and outcomes of the Gateways Community Engagement Programme and other ancillary events as they arise.
- Ensure effective communication and advocacy with all 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.
- Actively help create a positive, open, and responsive working environment.
- Collaborate effectively with Senior Management Team and all colleagues to achieve the Gate Theatre's mission and strategic objectives.
- Ensure compliance with all statutory requirements, particularly in respect of Health & Safety regulations and Child Protection/Safeguarding.

Essential and Desirable Experience, Qualities and Skills

Essential

- At least three years' experience of creating, planning, developing, delivering and facilitating theatre projects for young people and adults in a community setting.
- Excellent drama facilitation skills.
- Experience of delivering workshops in schools.
- Skills in time management and a positive attitude in the face of multiple demands.
- An understanding of contemporary theatre and drama practice
- The ability to work with initiative, flair, and creativity.
- Excellent organisational and communication skills.
- The flexibility to deal with participants with a wide range of needs and backgrounds.
- The ability to liaise with external organisations and relevant groups.
- Administrative skills, including computing and database skills, report writing, and other requirements of project planning and delivery.
- Excellent team worker, supporting the work of colleagues as well as inviting support and input in return.
- Experience with safeguarding issues, particularly in relation to vulnerable adults and young people.

Desirable

- Knowledge of Dublin North Inner City communities or the ability to demonstrate experience or a track record of brokering new relationships with local communities.
- Completed up to date child protection and safeguarding training.
- Experience of working in a producing theatre.
- Full clean driving license.
- Experience of working with young people and adults with additional needs.
- Working knowledge of the Irish educational system.



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Essential Personal attributes and Competencies:

Personal attributes & competencies

- Passionate advocate for the importance of arts provision for all.
- Highly organised with excellent administration and time management skills.
- Conscientious, positive, punctual, and reliable.
- Demonstrate the highest level of honesty, integrity and confidentiality in all matters.
- 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, Flexibility and Resilience – Comfortable working within an evolving company which develops and grows from production to production.
- Results oriented – Delivery of quality programmes under pinned by attention to detail.
- Ability to engage and inspire – Creates high levels of trust with stakeholders.

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 Community Engagement Facilitator 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. The role will operate across both timeframes on a net 18.75 working hour week, and an average net 6.25 hours per day with a half hour unpaid break. While the daily net hours are 6.25 hours, the actual working times and hours per day will vary aligned to the community engagement schedule. The role will involve working flexibly and outside standard office hours on a regular basis which is reflected in the remuneration package.

The standard working days for the role are 3 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 will be required to work during open and dark periods within the Theatre schedule.

Salary: The position is banded at Specialist Function Assistant level within the Gate Management Level Framework with a full-time equivalent salary band of €27,500 to €35,000, the salary band for this role is pro-rated on a 50% basis with a salary band of €13,750 to €17,500.



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Application and Selection Process

This is an excellent opportunity to develop your career on an in-house basis and to develop and drive the community engagement workshops at the Gate. 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 between 15th and 30th of April 2024. Applications should be sent directly by email to: HR@gate-theatre.ie referencing **Gate Theatre Community Engagement Facilitator**.

As the Gate Theatre is a historic building access involves external steps and internal stairs. Please include in your application if you have any specific requirements should you be selected to attend an interview.

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 12th April 2024**. **Applications received after the deadline will not be considered. Interviews will take place between 15th and 30th April 2024. The intended start date for the role is no later than Tuesday 4th June 2024.**

The position is offered on a **1-year Part-time (18.75 hours per week) fixed term basis** with the potential to extend for an additional 2-years subject to the requirements of the Gate.

The Position will be advertised internally & externally via the Gate & 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 on-site at the Gate Theatre, Dublin 1, if you are not available to attend in person please advise in your application and we will endeavour to facilitate online should you be selected for interview.

If you wish to discuss the role or have any specific questions, please address them via email to John Taite at John.Taite@gate-theatre.ie.

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