



Creative Administrator (part-time)

Pavilion Theatre is seeking applications to join our team in an exciting new role

Job title	Creative Administrator (part-time)
Reporting to	Director
Responsible for	Providing creative administration support across all aspects of the programme
Location	Pavilion Theatre, Marine Road, Dún Laoghaire, Co Dublin

About Pavilion Theatre

Located in the picturesque seaside town of Dún Laoghaire since 2000, Pavilion Theatre has established itself as a cultural hive of activity for thousands of visitors each year. Serving a 324-seat theatre, our dedicated and hardworking team of 5 full-time and several dedicated and valuable part-time staff, supported by a team of dynamic volunteers, make every effort to ensure a high standard of art and culture is presented to our audiences. This includes the very best Irish and international work across theatre, cinema, literary, dance, comedy and music.

Pavilion is also dedicated to the support of artists and new work. In 2015, we introduced an annual Artist Bursary Award which supports individuals, collectives and companies to realise a diverse range of performance projects. We offer space to artists to develop new work. What began as an offer of workspace in our upstairs Gallery expanded in 2022 to Pavilion Studio, where we now provide short-term paid residencies in a dedicated off-site workspace in the heart of Dún Laoghaire town. Pavilion is also part of Nasc Young Curators, an 8-venue network initiative aimed at giving young people a voice in the work programmed for young audiences.

A hub of culture for the Dún Laoghaire area since 1903, Pavilion Theatre reflects on the successes of the past with the aim of continually improving its service and dedication to the arts, artists, and to each and every visitor that walks through its doors.

Position Profile

This is a brand-new role, and a senior position on our team, responding to how Pavilion has developed as one of Ireland's busiest and most vibrant theatres. As Creative Administrator, you will lead on and provide creative administration support across all aspects of the programme: for both hosted work that appears on the stage at Pavilion (professional and amateur, national and international, touring and co-produced), as well as projects supported through Pavilion's artist development schemes, where ideas can blossom from first thought to full production.

The role is administrative, dynamic, and detail-oriented. You will support the Director and other members of the team in overseeing day-to-day aspects of work programmed in the building. You will oversee the administration and operations of artistic development schemes and all aspects of the day-to-day running of these projects, coordinating announcements, scheduling, finances, contracts. You will possess an innate understanding of what it takes to produce work for performance, and to support artists in the development of work, and support partners and colleagues in the realisation of work. You must be a creative and curious individual, and keen to gain practical experience of, and extensive behind-the-scenes insight into, the planning and execution involved in programming a vibrant theatre, while also eager to bring your own perspective, experiences, ideas and methods to our work.

Key Responsibilities & Duties

- Provide administrative support to the Director across all aspects of hosted programme planning and delivery, including but not limited to: preparing contracts and planning documents, liaising with companies and producers, scheduling, budget tracking, and reporting
- Collaborating with the Director and Operations Manager on the local and amateur programme, and acting as the main liaison between Pavilion and these stakeholders
- Project manage Pavilion's artistic development schemes – including the Patron Donation Bursary, Pavilion Studio and Young Curators programmes – coordinating the day-to-day operations, including but not limited to scheduling, budget tracking, reporting and documentation
- Collaborate with the Marketing Manager on communication and documentation of all artistic development scheme announcements, events and opportunities
- Collaborate with the Marketing and Operations Managers to act as the point of contact for all artistic development scheme applicants and participants.
- Oversee general logistics, including making and coordinating all travel, off-site space and accommodation bookings
- Oversee the scheduling and co-ordination of the off-site residency space Pavilion Studio
- Foster and maintain relationships with participants and partners, maintaining excellent communication between Pavilion and its stakeholders
- Work with members of the team to ensure that administrative systems work efficiently and effectively, suggesting improvements and adjustments to working methods where appropriate
- Collaborate with the Director and wider team to prepare annual grant applications
- Collaborate with members of the team to contribute to Pavilion's Greening, Accessibility and Diversity plans and policies

Candidate Requirements

Essential

- A minimum of 3 years administrative, producing or co-ordination experience in an artistic environment, or in live performance production, or event planning
- Excellent organisational and time-management skills, and the proven ability to multitask and work to tight deadlines
- Rigorous attention to detail, strong administrative skills and problem-solving ability
- Experience managing and reporting on budgets, and overseeing purchasing
- Ability to work in a collaborative environment, and a personality that thrives on working as part of a tightly knit team
- Experience writing grant applications

Desirable

- Passionate about the arts and an understanding of the artistic process
- Strong communication and interpersonal skills
- Willing to work flexible hours, attending events and shows as required
- Proficient in the use of Microsoft Office, particularly Excel
- A familiarity with what it takes to produce work for the stage

Terms and Conditions of Employment

Key information about the position

- Part-time: 3 days / 21 hours per week, with the normal working day being 10am-6pm
- A 1-year contract, including a 6-month probationary period
- Hybrid working environment, based primarily at Pavilion Theatre in Dún Laoghaire with additional remote working. We have a flexible approach and the ideal candidate will share this flexibility

Remuneration

€21,600 for an employee at 21 hours / 3 days per week (€36,000 pro rata). Applications are welcome from freelance candidates interested in a contract for services, as well as those who are interested in a part time position as an employee of Pavilion Theatre. We would anticipate an increase in opportunities and welcome applications from candidates who can grow with the role.

How to Apply

Applicants are invited to submit:

- A CV outlining relevant experience
- A cover letter outlining what skills and qualities you would bring to the role (2 pages max.)
- Names and positions of two referees relevant to your application

Applications should be submitted by email only (including "Creative Administrator" in the subject line) to **hugh@paviliontheatre.ie**

Schedule

- Application closing date: 5pm on Monday 29th May 2023
- Interviews will be held remotely on Tuesday 6th and Wednesday 7th June
- Intended start date: August 2023

No correspondence can be entered into during the process of application or selection. This job description reflects the core duties and responsibilities of the post when advertised. As the theatre develops, there will inevitably be some changes to duties and responsibilities. We expect the successful applicant will recognise this and will adopt a flexible approach to work, which may include undertaking additional training. Pavilion Theatre is a Company Limited by Guarantee and a Charity which is governed by a Board of Directors / Trustees. The organisation is managed by the Director who is supported by a Technical Manager, Operations Manager, Marketing Manager and Finance Manager and a wonderful team.