



Recruitment Notification

Role title:	Assistant Director
Reporting to:	Director
Key Relationships:	Artistic Director, Director, Producer and Company.
Delegated Authority:	The role has delegated authority in line with the Gate's internal policies.
Location:	Dublin 1, Ireland
Spec effective:	9 th October 2024
Contract type and duration:	Fixed term include duration

KEY RESPONSIBILITIES

- Conduct any research requested by the Director pre-rehearsal.
- Support the Director and stage management in running rehearsals.
- Support the Rehearsal Room process in general.
- Noting the production weekly when the show is up and when instructed by the Director.
- Attending post show and engagement events.
- Working with the engagement team which includes:
 - Delivering workshops when necessary.
 - Working on the Gate production pipeline which includes: -
 - ✓ Reading commissioned scripts
 - ✓ Arranging and attending regular script reader meetings
 - ✓ Sharing thoughts and trends with artistic team
 - ✓ Contributing to conversations about the development of new work
- Be a conduit between the Rehearsal Room and the Gate's wider team.

COMPETENCIES

- Communication and Relationships – Strong working relationships improve collaboration and productivity while building and fostering an inclusive work environment within the Gate.
- People Management – People are the Gate's key asset; collaborative team management will support the Gate in achieving its artistic vision.
- Objective Delivery - ability to deliver on production requirements within deadlines.



Recruitment Notification

- Agility and Flexibility – comfortable working within an evolving space which develops and grows from production to production.

PERSON SPECIFICATION

Essential

The post holder must be able to demonstrate the following:

- A passion for and a good knowledge of theatre in Ireland
- Experience of directing your own work, in a fully realised production, with a run of at least one week (does not need to have paid actors but needs to be outside of an educational setting)
- An interest in how a producing theatre works
- Experience of script reading
- An attitude that values each individual involved in the theatre process.
- Excellent organisational ability and administration, with accuracy and attention to detail
- High level of computer literacy
- Goal-orientated and highly motivated
- A good team player, but able to work independently
- Someone who values and practices discretion and equality
- Ability and willingness to work outside of normal office hours when required.

Desirable

- Skills around facilitation of workshops

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



Recruitment Notification

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

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 with examples of your experience. Additionally, in no more than 500 words, please define how you see the role of an Assistant Director.

Please send applications by email to: HR@gate-theatre.ie referencing **Assistant Director**

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.

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 **3rd November 2024**.

Interviews will take place in mid to late November, with an expected start date in early December.

This opportunity 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.

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