

CENTENARY PROJECT MANAGER – ROLE CONTEXT, DESCRIPTION & APPLICATION INFORMATION

Role title:	CENTENARY PROJECT MANAGER
Reporting to:	Artistic and Executive Directors (Co-CEOs)
Direct Reports:	No direct reports
Key Relationships:	Executive Director, Artistic Director, Head of Marketing & Communications, Head of Technical & Production, New Work Manager
Location:	Gate Theatre, Dublin 1
Contract Type:	Fixed Term Contract – 2 years

This role is for you if:

- **You are passionate about theatre and Dublin history and its celebration.**
- **You are driven by creating dynamic ways to bring archives to life.**
- **You are skilled at working with a team to celebrate the past, present and future within the arts.**

PURPOSE OF THE ROLE

Over a period of two years, the Centenary Project Manager will lead on the creation of a framework to manage the producing of, and oversee the delivery of a number of key events to celebrate the Gate Theatre's centenary year in 2028. This will include a major exhibition of the Gate Theatre's archive; a series of new video documentation of past, present and future stories connected to the Gate Theatre; and a commemorative publication. This is a key role as the Gate Theatre approaches its centenary year.

Key Duties and Responsibilities

- To translate the Gate Theatre's long and significant history into an engaging public centenary public programme.
- To coordinate the production and delivery of exhibitions (physical and digital), video content, documentation and a commemorative publication.
- To act as a liaison with museums, broadcasters and publishers on the delivery of the programme.
- To effectively manage the project budget and operations.

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 Gate mounts on average seven major productions each year.

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.

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 Gate. 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:

- Producing unforgettable and inspiring theatre
- Creating a supportive and sustainable Gate
- Driving the growth of a connected and confident Irish theatre at home and abroad
- Ensuring long-term financial and operational sustainability

ESSENTIAL EXPERIENCE, QUALITIES AND SKILLS

- A suitable qualification in History of Art or Cultural History or Curatorial Practice or Exhibition Design.
- Demonstrated experience of working on an archive, or in a cultural institution or an arts organisation.
- A demonstrable commitment to the Gate Theatre's values of care, collaboration, excellence and inclusion.
- Have excellent organisational and exceptional written communication skills.
- Strong operations management experience.
- Have excellent budget management experience.
- Thrive in a fast-paced and fast-changing environment
- Enjoys working with a diverse, ever-changing and wide-ranging group of people.
- Proven track record of planning historical displays or creating public-facing content.
- Excellent interpersonal and communication skills, with a collaborative and positive approach.
- Strong IT skills, including proficiency in Microsoft Word and Excel.
- Ability to build effective working relationships with a wide range of personalities and stakeholders.
- Project Management experience with excellent organisational and time-management skills, with the ability to prioritise and manage tasks to achieve project timelines and budget.

DESIRABLE

- Experience working with diverse community groups on oral history or co-curated exhibition projects.
- Experience coordinating with external exhibition designers, printers and display.
- Strong understanding of intellectual property rights, data protection and copyright laws for archival displays.
- Knowledge of current Health and Safety legislation relevant to the industry and ability to ensure safe working practices.
- Knowledge of safeguarding and understanding of responsibilities to ensure safe working practices
- Skills in editing audio, video or creating interactive digital content for virtual displays.
- A passion for and knowledge of Irish and international theatre.

SALARY & BENEFITS

- Salary €45,000 - €50,000 annually (pro-rata), 2.5 days per week
- 20 days annual leave (pro-rata)
- Access to Pension Scheme
- Wellbeing initiatives – including EAP
- Cycle to Work scheme
- Working hours for the role are between the hours of 10am – 6pm.

Application and Selection Process

To apply, please submit your Curriculum Vitae in PDF format with a single page supporting letter (also in PDF format) outlining why the role interests you and how you meet the requirements.

Applications should be sent directly by email to HR@gate-theatre.ie clearly referencing Centenary Project Manager in the subject title.

Closing date for receipt of applications is 12 midnight on Tuesday 29th September.

Interviews are expected to take place on week commencing 12th October at the Gate Theatre, D1.

RECRUITMENT STATEMENT

The Gate Theatre is an equal opportunity, inclusive employer and welcomes applicants from all sections of our community.

Inclusion, equity, diversity and access (IDEA) is a key part of our Open Gate ethos. We will not discriminate against an applicant (internal or external) based on their gender, age, race, religion, marital status, sexual orientation, disability, membership of the Travelling community, or family status.

We appreciate that people have varying needs and encourage applicants and interviewees to let us know what arrangements and format they may prefer. If you have a disability and require any accommodation/s, during the recruitment process, including the application itself, please let us know in advance.