



Fishamble: The New Play Company | Assistant Producer Job Description

Position: Assistant Producer

Contract offered: 2-year, part-time contract with view to extend

Location: Dublin City Centre. Candidates must be eligible to work in the EU

Salary: €30,000 to €35,000 per annum (pro-rated at 50% FTE), commensurate with experience

Reporting to: Producer, Fishamble: The New Play Company

About Fishamble:

Fishamble: The New Play Company is an Irish theatre company that discovers, develops, and produces new plays of national importance with a global reach. It has toured its productions to audiences throughout Ireland, and to 21 other countries.

It champions the role of the playwright, typically supporting over 50% of the writers of all new plays produced on the island of Ireland each year and typically produces over 200 performances annually. Fishamble works collaboratively with networks of artists, communities, and organisations, to achieve the maximum possible life for its plays, through various initiatives including digital recordings, accompanying educational resources, and published playscripts which are sold worldwide.

Our vision is a world where vibrant new theatre stands at the centre of a vibrant civic society. Fishamble has received many awards in Ireland and internationally, including an Olivier Award, four Fringe First awards, and multiple Irish Times Irish Theatre Awards.

Role Overview:

Fishamble: The New Play Company is currently seeking to recruit a dynamic, experienced, and enthusiastic person to fulfil a part-time **Assistant Producer** role, as a member of its core team.

The Assistant Producer will work alongside the Producer, Artistic Director, Executive Director, and other staff members in a tight-knit, collaborative, and supportive environment. As a core team member, the Assistant Producer will contribute to the delivery of Fishamble's Strategic Plan (2022-26) and uphold the company's objectives and mission.

The successful candidate will have the requisite skills and experience to support the delivery of Fishamble's 2025 programme both internationally and in Ireland.

This is a part-time role of 20 hours per week including lunch breaks. Typical office hours are between 10am-6pm, with occasional evening and weekend work required during production periods. Time off in lieu will be given for any authorised overtime. The successful candidate will be expected to work primarily in our Dublin City Centre office, however a flexible combination of office-based work and working from home is possible through prior arrangement.



Organisational Structure

Fishamble is a charity limited by guarantee (CLG), and is governed by a voluntary board of directors, chaired by Siobhan O'Leary.

The organisation currently has a core team of six, with two positions being added in early 2025.

Artistic Director and CEO: Jim Culleton

Executive Director: Eva Scanlan

Literary Manager: Gavin Kostick

Producer: Laura MacNaughton

Marketing, Outreach, and Engagement Manager: Allie Whelan

Literary Assistant: Annually recurring role to be filled in 2025

General Manager: New full-time role to be filled in 2025

Assistant Producer: New part-time role to be filled in 2025

Fishamble engages upward of 300 arts workers each year on a freelance or short-term employment basis, across its range of productions and artist support initiatives.

Assistant Producer Job Description:

Duties of the role are below. This job description is representative of the work and duties for this position, but is not exhaustive and is subject to adjustment and development;

- Working closely with the **Producer, Artistic Director, Executive Director**, and other members of Fishamble staff, along with freelance colleagues, on all aspects of delivering Fishamble's artistic programme, primarily its mainstage and touring productions;
- Primarily working with Fishamble's **Producer** to help plan and execute productions across all departments and through the entire production timeline, with duties including but not limited to:
 - Assisting on the scheduling all productions and tours;
 - Coordinating auditions and call-backs;
 - Drafting and execution of production personnel contracts;
 - Coordinating production and performer related travel and accommodation needs;
 - Research and administration of international visa applications;
 - Day-to-day administrative activities of all new and existing, touring productions including, but not limited to, managing phone calls, fielding inquiries, scheduling meetings, drafting correspondence, and project research;
 - Planning and execution of production-centred special events, internal development projects, staged readings, and opening nights;
 - Coordinating and fulfilment of complimentary, company, and house seat ticket orders;
 - Maintaining records, databases, archives, and internal systems with artist, audience and performance data for post-production evaluation and reporting.
- Provide administrative support to the **Production Department**, including but not limited to:
 - Attending rehearsals, production meetings, run-throughs, performances, and post-show notes sessions, and note-taking as required;
 - Executing show-prep paperwork, and reading show reports, rehearsal schedules, and production calendars. Following-up on applicable details/notes and communicate information to supervisors and staff as appropriate;
 - Ordering supplies and running errands;
 - Compiling expenses and tracking finances;
 - Assisting in maintaining accurate production specific and company-wide safety protocols and postings including, Emergency Contact Forms, Incident Forms, and other related materials.



- Provide organisational support and welcome materials for all **production / touring company members and visiting artists**, including:
 - Providing backstage credentials and venue information;
 - Researching and providing neighbourhood information and local transportation options;
 - Greeting visiting artists at the airport and housing, as necessary;
 - Travelling with touring shows both nationally and internationally, when required;
 - Working with Fishamble colleagues and production personnel to uphold health and safety standards during production, on tour, and while in office;
 - Supporting injured and/or ill company with any arising issues such as physical therapy, doctor's appointments, transportation to urgent care/emergency room;
 - As touring company leader, directly overseeing the tour management team and setting the culture and tone for the company;
 - Serving as the human resources representative for the tour, monitoring active insurance claims, mediating personnel issues and generally looking after the safety and well-being of all touring company members;
 - Providing top level hospitality and coordinating events such as first rehearsal, tech, opening nights, tour and show personnel meals, etc.

- General:
 - Working with Marketing team to manage ticket requests for staff, company, and guests for upcoming productions;
 - Contribute to press and marketing strategies on productions, and working with marketing department to engage graphic designers and specialists as required;
 - Attend performances, training, conferences and other events, as necessary;
 - Contributing to the content of funding applications and reporting, as required;
 - Playing a key role in delivering long-term company strategy;
 - Monitoring and ensuring compliance with Fishamble's stated policies and procedures;
 - Playing a role in delivering long-term company strategy;
 - Promoting excellent working practice and conditions across delivery of artistic programme;
 - Promoting public awareness of the Fishamble brand;
 - Monitoring and ensuring compliance with Fishamble's stated policies and procedures.
 - Ability and willingness to exercise professional courtesy and discretion at all times and maintain confidentiality as required;
 - Perform other duties that may be required by the company from time to time, including some basic office duties.

PERSON SPECIFICATION:

The successful candidate will be able to demonstrate strong examples from their past working experience highlighting that they have both the energy and enthusiasm for this role with Fishamble, along with the following desired key skills and traits:

Knowledge & Experience:

- A minimum of 2 years' experience of producing or assistant producing professional theatre or live performing arts;
- An excellent understanding of Fishamble's history and ethos, and its place within the Irish theatre sector;
- A working knowledge of the theatre production process from commissioning and development, to full production and touring;



- Experience of working with both established and emerging artists across all stages of their careers;
- Familiarity with and understanding of budget planning and management;
- Familiarity with production contracts and co-producer agreements;
- Proven experience in setting objectives and managing teams, deadlines, and budgets.

Skills:

- Ability to think strategically and laterally, and translate into effective action plans;
- Ability to work proactively, multi-task, prioritise competing demands and meet deadlines;
- Strong attention to detail, with excellent written and verbal communication skills;
- Excellent IT skills, with a high level of proficiency in MS Office;
- Experience with online platforms such as Salesforce and MasterTour, or similar;
- The ability to multi-task across a busy year-round and multi-annual production schedule, managing priorities, budgets, and timelines;
- Experience of producing or coordinating tours to national and international venues;
- Flexibility for varying working hours when the company is in production and/or on tour;
- The facility to travel with productions, as required.

Personal Attributes:

- Positive, motivated, and committed to the ethos, values, and ambition of Fishamble;
- Approachable, a good communicator who credibly represents their role internally and externally;
- Someone who takes ownership, responsibility, and works well in a small and productive team.

TERMS:

Location: The role is primarily based at Fishamble's office in Dublin 1, with the possibility of working from home one day per week by advance arrangement. Fishamble is open to discussing other flexible working options.

Duration: This is initially a two-year contract which Fishamble intends to extend as a core role within the organisation.

Hours: The role of Assistant Producer is a part-time role (20 hours per week including lunches). Due to the nature of the role, some weekend and occasional evening work will be required during production periods. Time off in lieu will be given for any authorised overtime.

Salary: €30,000 - €35,000 per annum (pro-rata), commensurate with experience. The successful candidate will be paid through company payroll.

Pension: Employees who make contributions to a PRSA will have contributions matched up to 3% for the duration of the contract. Set up of a PRSA will be facilitated for anyone joining the company, as requested.

Annual Leave: 20 days plus statutory public holidays.

HOW TO APPLY:

To apply for this role, please email your **CV** and a **cover letter** with the names of two referees, outlining how your skills and experience align with the role.

Please email your application to vacancies@fishamble.com by **10am (Irish time) on Tuesday 14 January, 2025**. Please use 'Assistant Producer – Your Name' in the subject-line of your email.



ADDITIONAL INFORMATION:

- Short-listed candidates will be contacted in the week beginning 20 January, and invited to attend an interview to be held in the week commencing 27 January 2025 at Fishamble's office, 3 Great Denmark Street, Dublin 1. It is hoped that the successful candidate will start in the role in mid- to late-February in 2025.
- Fishamble's office is in a Georgian building which is not wheelchair accessible. Fishamble has arrangements in place to facilitate meetings and rehearsals with those facing physical access barriers. If you have physical access needs, please advise us and an alternative interview location will be arranged, or alternatively, an interview can be held via Zoom.
- All applications will be treated in the strictest confidence.
- Fishamble is committed to creating a diverse environment and is proud to be an equal opportunity employer. Fishamble encourages applications from candidates of all national, ethnic, and cultural backgrounds, including but not limited to Asian, Black, Traveller, minority ethnic, refugees, people with disabilities, working-class, and LGBTQIA+ individuals.
- More information about Fishamble can be found at www.fishamble.com

Fishamble is funded by the Arts Council and Dublin City Council, and its international touring is supported by Culture Ireland.

www.fishamble.com