



## Fishamble: The New Play Company | General Manager Job Description

**Position:** General Manager

**Contract offered:** 3-year, full-time contract with view to extend

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

**Salary:** €40,000 to €43,000 per annum, commensurate with experience

**Reporting to:** Executive Director, 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 full-time **General Manager** role, as a member of its core team.

The General Manager will work alongside the Artistic Director, Executive Director, and other staff members in a tight-knit, collaborative, and supportive environment. As a core team member, the General Manager 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 manage the financial and administrative function of the company, while developing Fishamble's active Friends and Donors programme. This role provides and maintains crucial systems and supports to enable the delivery of Fishamble's programme of work in 2025, 2026, and 2027, both internationally and in Ireland.

This is a full-time role of 40 hours per week including lunch breaks. Typical office hours are between 10am-6pm. Due to the nature of the role, some additional hours during busy periods may be required. 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. 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.

## **General Manager 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 in line with the ongoing development and management needs of the company.

### **Financial administration:**

- Day to day financial administration, including reconciliation of all accounts in QuickBooks, and through internal financial and filing systems, payment of invoices and expenses, and scheduling payroll;
- Liaise with Executive Director and external bookkeeper on preparation of quarterly accounts, collating financial information for Revenue and funding reports, and Fishamble's annual audit;
- Assist Executive Director with organisational budgets, and coordinate with Producer on production income and expenditure;
- Reconcile and preparation of financial analysis and reports for funders;
- Maintain best practice with use of public funds;
- Work with Executive Director and external bookkeeper to implement any new financial processes, as required.

### **Friends and Donor Programme:**

- Manage, develop and promote existing Friends of Fishamble donor programme and increase membership in line with agreed targets;
- Work with Fundraising and Development subcommittee, Artistic Director, and Executive Director to explore, develop, and secure new fundraising and sponsorship opportunities to support Fishamble activities;
- Maintain a database of all donors (Individual, Corporate and Trusts), and lead on best practice protocols for recording, upkeep, and the timely fulfilment of all Friend and Donor invitations, benefits and perks;
- Devise and coordinate 2-3 fundraising and special events for Friends, donors and sponsors annually, and manage RSVP list for opening nights and special events;
- Work with Fishamble's Marketing, Outreach, and Engagement Manager to promote the Friends of Fishamble programme, update existing donors and Friends in a dynamic and creative way through regular correspondence, and acknowledging supports on Fishamble's website and in print and associated materials as appropriate.



### **Funding and Grant Applications and Reports:**

- Assist the Artistic Director and Executive Director with preparation of annual and seasonal funding applications and proposals, including the collation of required data and supporting materials, and ensure the timely delivery of these proposals to relevant bodies;
- Tracking all funding and grant deadline schedules and as required, writing of grant applications, impact reports and audience surveys;
- Collation of financial, audience, and engagement data, and any other information for completion of funding reports and drawing down of funds.

### **Office/ Company Administration:**

- Responding to general enquiries by phone and e-mail and manning the office during office hours;
- Maintenance of routine administrative office functions, such as filing, phone, post office, supplies and equipment upkeep;
- Oversee maintenance of the general office including communication with landlords, security, recycling and disposal of equipment, communications and IT systems, annual insurance renewals, etc.
- Liaise with co-workers to ensure smooth running of the Fishamble office, and that the company's IT and communication requirements are met;
- Processing and fulfilling orders of book sales through Fishamble website;

### **Artistic Programme Support:**

- Provide administrative support to the Literary department, including the administration of 5 playwriting courses each year, and Fishamble's script submission system;
- Administration of any call-outs for submissions or engagement with artists and/or the general public;
- Assist Producing team with any pre-production, contractual and logistical needs for productions and tours, as required;
- Support the Marketing, Outreach, and Engagement Manager with any marketing, press, or outreach activities, including major projects such as website redevelopment and Salesforce CRM update (both scheduled for 2025), as required.

### **Internal Systems, Organisation, and Health & Safety:**

Work closely with Executive Director and Artistic Director to review and develop existing internal organisational systems and policies, and implement changes, as required. These may include but are not limited to:

- Planning, research, scheduling and managing migration to cloud system in 2025;
- Review and implementation of any updates or changes to HR and Salesforce CRM systems as required;
- Collation and analysis of all data required for internal and external reporting, including:
  - audience engagement and demographics;
  - artists employment and engagement;
  - carbon footprint, and sustainability metrics within the office, during production and while on tour;
- Organise professional development and training opportunities for staff, as required;
- Ensure that reasonable care is taken for health and safety of all employees, guests and any other visitors to the Fishamble office;
- Work with Fishamble colleagues and production personnel to uphold health and safety standards in the office, during production, and while on tour;
- Be aware of any trained first-aid personnel on the premises and the location of first aid box, fire extinguishers, and local medical and emergency service providers.



### **Good governance, policies and procedures:**

Work closely with Executive Director and Artistic Director to review and develop existing internal policies and practices as required, including but not limited to the following:

- Assist the Executive Director in preparing quarterly papers and reports for Board and subcommittee meetings, and gathering data for annual CRO report;
- Manage the scheduled and periodic review of all internal policies and procedures and their associated action plans, per the Charities Governance Code and funder guidelines, including Fishamble's EDI, Gender, and Green Arts & Sustainability policies, and its Risk Register, among others;
- Work with the Executive Director and Marketing, Outreach, and Engagement Manager to ensure all publicly available company information and policies are accurate, regularly updated, easily accessible to artists, audiences, and the general public.

### **General:**

- Attending performances, training, conferences and other events, as necessary;
- 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;
- Showing ability and willingness to exercise professional courtesy and discretion at all times and maintain confidentiality as required;
- Performing other duties and tasks as reasonably requested by the company from time to time.

### **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, but not compulsory, key skills and traits:

### **Knowledge & Experience:**

- A minimum of 3 years' experience at general manager or at senior administrator level, including financial management /administration. Theatre and/or performing arts experience is preferred, but not essential;
- Relevant experience with coordinating or managing Friends and Donors programmes, and an interest and ability to seek out new and diverse sources of income to support Fishamble's artistic programme;
- An excellent understanding of Fishamble's history and ethos, and its place within the Irish theatre sector;
- A strong knowledge of the theatre production process from commissioning and development, to full production and touring;
- Proven experience in setting objectives and managing projects, deadlines, and budgets;
- Experience of working with and reporting to external agencies, funders, Friends, donors and other key stakeholders.

### **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 QuickBooks and Salesforce CRM, or equivalents, along with an interest and capacity for learning new systems;
- The ability to multi-task across a busy year-round and multi-annual artistic schedule, managing priorities, budgets, and timelines;
- Flexibility for varying working hours during administratively busy periods.

**Personal Attributes:**

- Positive, motivated, and committed to the ethos, values, and ambition of Fishamble;
- Approachable and a strong communicator, with exceptional interpersonal skills, who credibly represents their role internally and externally;
- An interest in fundraising and development within the arts and cultural sector;
- Ability to multi-task, prioritise competing demands and meet deadlines;
- Someone who takes ownership, responsibility, and works well in a small and productive team.
- A high degree of discretion and confidentiality, particularly with personal data.

**TERMS:**

**Location:** The role is primarily based at Fishamble's office in Dublin 1 with some time spent working out of the office on tour during production periods. Occasional work from home is by advance arrangement. Fishamble is open to discussing other flexible working options.

**Duration:** This is initially a three-year contract which Fishamble intends to extend as a core role within the organisation, subject to funding.

**Hours:** The role of General Manager is a full-time role (40 hours per week including lunches). Due to the nature of the role, some additional hours during production periods may be required, including weekend and occasional evening work. Time off in lieu will be given for any authorised overtime.

**Salary:** €40,000 - €43,000 per annum, 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 4% 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. All applications will be treated in the strictest confidence, and short-listed candidates will be notified before referees are contacted.

Please email your application to [vacancies@fishamble.com](mailto:vacancies@fishamble.com) by **10am (Irish time) on Tuesday 14 January, 2025**. Please use 'General Manager – 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 office work, 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.
- 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](http://www.fishamble.com)

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

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