

Job Description – Executive Producer Corn Exchange

Founded by Annie Ryan in 1995, The Corn Exchange have long been established as one of Irish theatre's risk-takers, creating powerful theatrical experiences by being open to ideas, smart and above all, collaborative. The company has an award-winning repertoire ranging from contemporary site-specific work, adaptations of classics and original theatre made in collaboration with the ensemble and the writer Michael West.

We are led by key values of openness, equality, collaboration and a commitment to excellence.

In 2018, The Corn Exchange will produce one new production and develop several new works for production in 2019 and beyond, as well as running workshops and supporting our Associate Artists. The current company strategy focuses on building relationships with partners in venues and festivals, both nationally and internationally, for presentation of our repertoire and the development and co-production of new work.

The Corn Exchange operates year round on a part-time basis to plan productions, develop work, run workshops and build relationships. The organisation expands when it is in production. The Corn Exchange is currently funded by The Arts Council to create one new piece of work a year, develop a slate of potential projects, run an Associate Artist scheme and identify and pursue touring and co-producing opportunities with other venues, festivals and producers in Ireland and internationally.

The Role

This role combines the duties of a general manager and those of a creative producer. It is an administrative and strategic role ensuring the smooth running of the organization on a part-time basis year round and also a producing role to deliver all new work made by the company when in production. The position reports directly to The Artistic Director and the Board of The Corn Exchange.

Responsibilities

1. Financial and Human Resource Management, to include:

- Financial planning and preparation of quarterly management accounts
- Overall responsibility for core income & expenditure and setting individual project budgets
- Monitoring and managing cash-flow
- Overseeing suitable provision for book-keeping and audit
- Ensuring compliance with Revenue Commissioner and CRO
- Engaging, contracting and monitoring performance of key contract personnel (i.e. production staff, actors etc.)
- Setting production budgets and overseeing all productions are delivered on time and within budget
- Managing all production expenditure (invoices, petty cash, expenses)

2. Liaison with Key Stakeholders, to include:

- Funding bodies - Coordinating submission of applications to existing funding bodies (AC, CI, DCC), responding to requests from same, monitoring and advising on compliance with terms and conditions of funding
- Sectoral partners - Representing the organization in the strategic management of relationships with new and existing co-producers, venues, festivals, to include a significant role in the negotiation and management of contracts
- Public relations and audience development - Coordination of Marketing and PR strategy for company activities, engaging relevant professionals as appropriate
- Working with the Board to identify and access new sources of revenue, such as foundation grants, partners, philanthropic partners

3. Strategic and Artistic Planning, to include:

- Working with the Artistic Director and the Board in making key strategic decisions about the future of the organization, including its structure both in the immediate and longer term
- Working with the Artistic Director to develop, plan and commission work for the company
- Liaising directly with the company's Associate Artists

4. Governance, to include:

- Leading on communication with the Board, dissemination of information and ensuring all legal obligations in relation to the Board are met
- Ensuring the company's compliance with the Governance code including regular reviews
- Ensuring the company's risk register is reviewed annually and kept up to date
- Leading on the development, adoption, implementation, and monitoring of all policies including Health & Safety, Employment, Bullying and Harassment and Gender Equality

5. Producing, to include:

- Overseeing the production; working closely with the Artistic Director and Production Manager to develop a time line for the project and ensure delivery
- Working with relevant team members to ensure project is brought in on target and within budget constraints
- Contracting all cast, creative team and crew including negotiation of individual contracts
- Rehearsal space co-ordination (sourcing as required)
- Finalising casting process - scheduling auditions, contacting agents, making offers within set budgets, in liaison with Artistic Director, as required
- Venue and festival liaison
- Box office liaison (including monitoring reports before and during run, and acquiring detailed box office reports for management team within 2 weeks of end of run in each venue)
- Ticket management (including management of invitations / guest tickets/ requests
- Marketing and communication for production, to include:
 - Devise and manage audience focused marketing and PR plan/schedule including deadlines, in consultation with stakeholders

- Management and co-ordination of design process, in consultation with DTF, the Artistic Director, and [if applicable] print collateral and distribution.
- Management of online marketing plan and social networks
- Co-ordination with Venue/Festival marketing, press and box office managers
- Co-ordination with Publicist/other PR staff, management of interns/volunteers
- Artist Liaison, to include:
 - Flights, accommodation and per diem arrangements for artists visiting, as required
 - Oversee hospitality for participating artists and external stakeholders, as required
 - Overseeing the management of production and office internships when appropriate

Person Specification

The ideal candidate will have:

- A minimum of three years experience in the arts.
- Demonstrable record of management in a theatre or other artistic environment.
- Contacts in and huge enthusiasm for the arts in Ireland.
- Vision, motivation and drive.
- Excellent communication skills
- Flexibility and excellent time management skills
- Good level of IT skills particularly in Excel and Mailchimp

Terms and Conditions

This is a part-time (two days a week) role all year round moving to a full time role when in production and as required by the programme to be agreed in advance. The role requires flexibility during this time.

Salary is €20 -€22,000 per annum depending on experience.

Please send a CV and cover letter outlining why you are a suitable candidate for the job to hello@cornexchange.ie

The closing date for the applications is 8th February.
Interviews will be held on 19th February

The Corn Exchange is an equal opportunities employer.