

# ABBEY THEATRE AMHARCLANN NA MAINISTREACH

## ABBEY THEATRE Amharclann na Mainistreach | Job Description

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JOB TITLE: New Work Assistant

RESPONSIBLE TO: Dramaturg

CONTRACT: Permanent / 40 hour week

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For 115 years, the Abbey Theatre has played a significant role in reflecting Ireland's evolving cultural, political and social identity. It has done so through the creation and staging of an important literary repertoire which has helped Irish people to understand and communicate what it means to be Irish. This role continues, as the nation's sense of identity continually evolves and our population becomes increasingly multicultural. In this more globalised world, it is vital that the Abbey Theatre continues to stand proudly amongst our peers as a world-class national theatre, touring our work internationally and attracting great artists to work in Ireland.

The Abbey Theatre's mission is to effectively and imaginatively engage with all of Irish society through the production of ambitious and courageous theatre, in all its forms. Ireland's National Theatre is artist-led and audience-focused. We aim to ensure our programmes are driven by ambitious, big ideas by theatre-makers of all disciplines, relevant to our times, and communicated effectively to all our citizens and stakeholders.

Our vision is to build a 21<sup>st</sup> century theatre and company, where creativity drives our every move, developing the artists and audiences of the future. We will be a confident collaborative company, leading the way in how Irish theatre is developed, produced and disseminated; and where everyone who works with us, irrespective of their role, knows that they are contributing to the work of one of the world's great theatres.

Planning is in train for the re-building of the Abbey Theatre in line with the Project Ireland 2040 plan announced by the [Department of Culture, Heritage and Gaeltacht](#).

The Abbey Theatre is the National Theatre of Ireland. It occupies a unique position in the hearts and minds of Irish people. Comprised of two theatres, the Abbey Theatre, with a capacity of 492 seats, and the Peacock Theatre, with a capacity of 132 seats, the company produces a year-round programme of productions, public readings, talks, workshops and artistic development work.

An opportunity exists for a full time New Work Assistant to help administrate and coordinate the smooth running of the Abbey Theatre's New Work Department with a particular emphasis on the processes which deal with the theatre's work with writers.



# ABBAY THEATRE

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### RESPONSIBILITIES

Duties will include but are not limited to:

- Assisting in maintaining the unsolicited script and ideas processes.
- Handling administrative tasks associated with the Readers' Panel.
- Corresponding with playwrights about their work on behalf of the department.
- Organising and administrating public and closed events for playwrights and other artists, such as writing groups and workshops.
- Tracking invitations to see plays, logging who has seen what production and when, and filing information on productions that have been seen.
- Providing regular administrative assistance to the Dramaturg and New Work Associate, and to the Head of Producing from time to time.
- Processing financial payments for playwrights and other theatre artists.
- Dealing with general enquiries.
- Arrangement of meetings and agenda preparation.
- General office administration.
- Any other duties that are deemed reasonable and appropriate.

### PERSON SPECIFICATION

The post holder will have:

- Demonstrable knowledge of, and enthusiasm for, contemporary theatre making.
- Excellent interpersonal and communication skills, both written and verbal.
- Proven proactive and detail-orientated work ethic.
- Some experience of working in a theatre environment.
- Ability to communicate tactfully and appropriately with artists at every level of experience.
- Proven prioritisation, organisation and administration skills.
- Excellent computer skills.
- Demonstrable ability to develop interpersonal relationships with a broad range of stakeholders.
- The ability to work in a pressurised environment.
- An interest in, or experience of, analysing text written for performance.

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## APPLICATION PROCESS

To apply, please send the below information:

- Up to date CV
- Cover letter  
(*Outlining why you want this particular post and highlighting the skills and experience that you could contribute*)

[recruitment@abbeytheatre.ie](mailto:recruitment@abbeytheatre.ie)

The closing date for applications is 5 pm on Friday **27<sup>th</sup> March 2020**

***The Abbey Theatre is an equal opportunities employer***