



JOB TITLE : CEO, Siamsa Tíre

JOB DESCRIPTION : The CEO is the most senior paid role at Siamsa Tíre, responsible for the strategic development, vision and artistic direction of the company, the overall business and financial practice of the organisation, management and staffing, fundraising, relationship management and promotion of the organisation.

The role is the figure head of the organisation and reports to the Board and is responsible for:

- The effective management and achievement of the artistic, business, financial, operational and strategic objectives of the company
- The provision of inspirational leadership, staff motivation and development, to establish and sustain the profile of the company as a professionally managed Theatre and Arts Centre.

PRINCIPAL DUTIES

ORGANISATIONAL STRATEGY

- To work with the Siamsa Tíre board to shape and implement the vision, mission, values and organisational strategy, ensuring all company activities align with the organisation's priorities.
- To communicate the strategy and priorities to staff and stakeholders, so that the direction of Siamsa Tíre is clearly articulated and understood.

BUSINESS AND POLICY

- To propose the artistic, business, financial, operational policies and strategies of the company for the furtherance of its aims and objectives as defined in the Company Constitution and to submit such proposals to the Board for consideration and approval.
- To ensure the company is fully informed of policies and strategic decisions and to ensure that they perform their duties in accordance with such decisions.

- The CEO shall be ultimately responsible for the general artistic, operational management and financial performance of Siamsa Tire ensuring high production standards are achieved and Strategic Business and Financial goals are met.
- To define the terms for the engagement of artistic personnel and the terms for the engagement of writers, composers, freelance creatives and other personnel employed or engaged by Siamsa Tire.
- Explore opportunities for touring productions developed and created by Siamsa Tire and to define negotiation terms and oversee the Head of Operations in the administration of contractual agreements with venues, festivals and promoters.

FUNDING AND FINANCIAL

- In conjunction with Finance and other members of the senior management team to prepare the annual budget setting out clear financial targets for approval by the board and be ultimately responsible to the board for the financial affairs of the company and for ensuring that all departmental expenditure is maintained within approved budgets.
- In consultation with members of the senior management team, to prepare and make applications for funding to State and other relevant organisations.
- To define the fundraising strategy to pursue income from other sources including friends, patrons and sponsors, and to work with Members of the Board of Directors to lever philanthropic funding for the organization.
- To regularly review financial reports in consultation with Finance and to ensure that the organisation operates all finances in a diligent and responsible manner.

The CEO will ensure that any financial matters are reported to the Board of Directors as part of the reporting structure system at regular board meetings.

PROGRAMMING

- To establish programming strands and strategies that build audience engagement.
- To define terms for the use of the theatre with visiting companies, visiting performers and other users of the theatre.
- To develop projects and partnerships with Irish or International companies, artists, venues and festivals and to define terms for such projects and partnerships and oversee the Head of Operations in the administration of Memorandum of Understanding's/Contracts for those projects and partners.
- To define the strategy to source commercial product to compliment the artistic programme and maximise income for the organisation.



TRAINING

- To explore opportunities to re-establish and relaunch the 'Academy' as a professional, accredited training facility.
- To develop a strategic plan for the Training facility to optimise the growth and revenue potential.
- Explore partnership and/or collaboration opportunities with Munster Technological University, Education and Training Board and other relevant educational bodies.

PREMISES AND PROPERTIES

- To oversee the Head of Operations in the upkeep and maintenance of Siamsa Tíre owned properties, adhering to Health and Safety policies and procedures.
- To oversee funding initiatives for capital expenditure and support the Head of Operations in managing the redevelopment or building projects as approved by the board.

HUMAN RESOURCES

- To be responsible for the management, motivation and development of all Siamsa Tíre personnel (permanent, part-time and casual) across all lines of business, within policy and in line with our Code of Conduct.
- To operate with, and maintain the highest standards of integrity, respect and duty of care ensuring Siamsa Tíre is a great place to work and a safe place to create.

PROMOTION

- Working with the Marketing & PR Manager, define the Marketing strategy, to proactively promote the aims and activities of the company through print media, radio and television and to maintain a reputable public profile, locally, nationally and internationally where appropriate.
- Working with the Marketing & PR Manager, assess and review the market and target audience demographics, to ensure our program is relevant and to maximise audience numbers.
- To promote the use of the Irish language where appropriate.



RESPONSIBILITIES TO THE BOARD OF DIRECTORS

- To ensure the preparation and timely delivery of Board Papers from all Senior Management staff for Board meetings.
- To provide the Board with information regarding the affairs of the company and to advise the board of their legal responsibilities and ensure compliance with statutory legislation.
- To regularly report organisational developments and operational progress to the Chairman of the Board as and when required.
- To undertake such other activities as may be reasonably requested of the CEO by the Board.

PERSON SPECIFICATION

ESSENTIAL EXPERIENCE, SKILLS AND KNOWLEDGE

- Experience in a leadership role and of developing and implementing strategies, projects, policies and plans.
- Experience in artistic programming and commissioning combined with an understanding of how theatres and arts centres operate in practice.
- Ability to implement and manage change positively and constructively.
- Excellent people skills and the ability to inspire, motivate and manage a diverse team and to build and maintain relationships of trust and value.
- Excellent organisational skills with the ability to take decisions, adapt plans, multi-task and meet deadlines.
- Excellent verbal and written communication and facilitation skills, and the ability to act as the public face of Siamsa Tíre to diverse audiences – funders, partners, sponsors, performers and customers – in different settings, including the media.
- Excellent relationship building skills with the ability to manage engagement with wide-ranging stakeholders and to foster collaboration, even where there is conflict and engagement is challenging.
- The ability to network and act as an ambassador to maximise opportunities for Siamsa Tíre.
- Knowledge and experience of fundraising and income generation to support arts initiatives combined with budgeting and financial management experience.
- Good governance skills with the ability to horizon scan, manage risk and build collaborative board relationships.
- The ability to quickly understand Irish charity law, including SORP (The Charities Statement of Recommended Practice) requirements?.

- The ability to work in a fast-paced environment to competing priorities and deadlines and a willingness to work flexibly, in line with the needs of the business.

ESSENTIAL PERSONAL CHARACTERISTICS

- An experienced and visionary leader, with a background in the arts who brings a combination of artistic, business and financial acumen.
- A people person who can encourage, influence, and communicate in a way that ensures an environment that is collaborative and solutions-focused.
- An authentic leader who has gravitas and is emotionally intelligent, self-motivated, energetic, enterprising, innovative and brings a “can do” attitude.
- Someone who is passionate about both traditional and contemporary arts and who sees the potential and opportunity that the new mission and vision for Siamsa Tire represents.
- The ability to be agile and flexible, to adapt to change and evolving services with resilience and to alter one’s personal leadership style when required.

DESIRABLE

Someone who brings:

- Extensive networks and contacts across the arts in Ireland.
- A track record of successful fundraising for the arts, including applying for Arts Council funding.
- Familiarity with the Irish policy landscape and issues relating to the arts in Ireland.
- experience as a trustee, ideally in a not-for-profit setting.
- Fluency in the Irish Language.
- A current driving licence.