



The Abbey Theatre is looking to recruit a **Director of Finance and Operations**. This is a high-profile role in one of Ireland's most iconic cultural institutions.

About the Abbey:

The Abbey Theatre is Ireland's national theatre and occupies a unique position in the hearts and minds of Irish people. It has two theatres; the Abbey, with a capacity of 492 seats, and the Peacock, with a capacity of 132 seats.

We have a year-round programme of theatre productions, public readings, talks, workshops and artistic development work. We produce work at home and on tour, which showcases Irish and international theatre and engages with the artistic and civic life of contemporary Ireland.

As Director of Finance and Operations you will have a unique opportunity to shape the future of the theatre for generations to come. Planning is in train for the re-building of the Abbey Theatre in line with Project Ireland 2040 announced by the Department of Culture, Heritage and Gaeltacht. <https://www.gov.ie/en/campaigns/09022006-project-ireland-2040/>. You will play a key role in making this happen.

A well as managing the finance function, you will also be responsible for the management of the theatre operations and the governance framework in line with the Abbey Theatre's 5-year strategy <https://www.abbeytheatre.ie/five-year-strategy>.

You will be responsible for:

- Providing strong leadership, mentoring and motivation to the Financial Controller and the finance function.
- Helping and managing the General Manager (Operations) to ensure the smooth running of the theatre.
- Managing the most significant capex project in the Abbey's history.
- Business partnering with the Senior Management Team and supporting the joint CEOs.
- Adherence to the relevant Code of Governance and terms of service level agreements in place with both the Arts Council and the Department of Culture, Heritage and Gaeltacht
- Working closely with the General Manager (Theatre Operations) to deliver KPIs within budget.
- Managing all company secretarial matters.
- As Company Secretary. This includes managing the Board Calendar, the smooth running of Board and Committee meetings and overseeing a range of statutory filings.
- Building and maintaining relationships with third party funders, institutions and service providers.

You are:

- An experienced qualified accountant who has operated to Finance Director level.
- Likely to have gained your experience in the State-funded and/or not-for-profit sectors. While this is not a requirement, it is considered advantageous.
- A leader!
- Someone who delivers, can drive change and bring people with you.
- Genuinely interested in the Arts, ideally in theatre.
- Effective in your communication with a collaborative style.
- Willing to play a key role in enhancing the creative culture within The Abbey.

APPLICATION PROCESS:

- The Abbey Theatre has retained the services of The Panel Search and Selection to manage the recruitment process.
- Please forward you CV to the recruiter Paul McArdle by email – paul@thepanel.com.
- The closing date for applications is close of business on Friday, January 18th.

The salary package will be commensurate with skills and experience.

The Abbey Theatre is an equal opportunities employer.

