

macnas



Executive Director Role

Candidate Information Pack

www.macnas.com

EXECUTIVE DIRECTOR, MACNAS

(Cover Photo Credit: Julia Dunin)

BACKGROUND AND CONTEXT

Macnas is an internationally acclaimed spectacle and theatre performance company based in Galway, Ireland. It is a Company Limited by Guarantee and a Registered Charity, with a voluntary Board of Directors.

Under the creative leadership of Artistic Director Noeline Kavanagh in collaboration with the Executive Director, Macnas creates large-scale interactive, immersive spectacle events for audiences, communities and festivals across the globe. Macnas transforms cities, venues and public sites into playgrounds of imagination. The company's unique practice includes creative collaborations with musicians, playwrights, sporting legends, visual artists, community groups, counter-culture performance artists, actors and dancers. Internationally renowned, Macnas has toured the world performing in the USA, China, Australia and more recently presented the closing event for the UK City of Culture in 2017.

Macnas were the first spectacle company in the world to take spectacle to the streets at SXSW 2016 in Austin, Texas and were invited back in 2018 to be part of an international panel of experts discussing art and spectacle in public space.

Despite challenges since early 2020 due to COVID-19, Macnas has adapted its presentation as the centrepiece event of Galway's year as European Capital of Culture in 2020, an adaptation of the epic *Gilgamesh*, largely moving to filmed, site specific installation and online delivery. The company received the *Irish Times Theatre Awards* 'Special Tribute Award' in 2020 in recognition of its contribution to the Arts & Culture sector for over three decades.

Macnas is at a critical and exciting time in its evolution; building upon established national and international partnerships whilst reimagining the future of the company and the delivery of a dynamic multi-platform artistic programme. We want to make the most of the opportunities that are coming our way to transform our business and, in the process, build a unique team who can deliver on our vision.

Macnas is completely committed to the personal and professional development of its people; staff and associates.

Over the last two years, Macnas has engaged in restructuring the company and its operating model and now has a vacancy for an Executive Director to build on this

work to further develop the company. This will be a fixed term two-year contract position, based in Galway, with the potential to play a transformative role in the future of the company.

ROLE OVERVIEW & KEY RESPONSIBILITIES

The Artistic Director and Executive Director report jointly directly to the Board of Macnas. This senior role of ED bears the following core responsibilities:

- Provide strong leadership, taking responsibility for the management and effective operation and development of the company.
- Act as an ambassador for Macnas internally and externally with stakeholders, funders, and potential partners.
- Devise and implement innovative strategies to support the development of the company, in particular with regard to long term financial sustainability, and ensure best practice in corporate governance.
- Support on the delivery of the ambitious programme which the company has set itself, including the delivery of national and international projects.

This is a senior position, and the ED will be expected to identify and lead on new initiatives in addition to the core functions sets out below.

1. PEOPLE & RELATIONSHIPS

The ED will manage core team members directly, planning and directing work programmes and undertaking appraisals and HR matters on behalf of the company. The ED will work closely with the other members of the Executive Team, including the Artistic Director and Executive Producer, and will report directly to the Board.

Working with the Artistic Director, the Executive Director will promote and maintain an organisational culture which values the highest standards, both in executing the artistic vision and in management practice.

The ED will devise communications and other structures, which will maximise team working and ensure clear lines of communication for delivery of Macnas productions and projects. The ED will be responsible for the coordination and management of project teams including role descriptions, fee negotiation, contracting and relationship management with support from the team.

The ED will be a lead contact point for external stakeholders and will work to develop existing relationships with stakeholder organisations and build new ones.

2. FINANCE

The ED will lead on budget strategies, reporting and management structures and be the budget holder for Macnas activity, both core and project based, including a high degree of coordination with production teams, stakeholders, and international co-producers.

The ED will initiate, coordinate and actively be involved in the preparation of all funding applications and will take a proactive role in identifying new funding opportunities (Grants, Sponsorship/Philanthropic and Commercial models, and overall fundraising) and will undertake funder stewardship and grant reporting responsibilities.

3. LEGAL AND GOVERNANCE

The ED will be responsible for ensuring that Macnas meets all of its legal and corporate governance obligations as a company limited by guarantee and registered charity, and will lead on the preparation and delivery of reports and information for the Board of Directors.

4. BUSINESS DEVELOPMENT

Macnas is committed to researching and developing business models for the company and formally developing several business strands. The ED will lead out on the research, feasibility testing, partnership and structuring of areas of new business for the company, working closely with the Artistic Director to realise a sustainable business model for the company in the future.

PERSON SPECIFICATION

The ideal candidate will be able to demonstrate:

- Experience of managing, developing and motivating multidisciplinary teams in complex environments to deliver projects, to include organising, prioritising, and scheduling work assignments.
- Experience of working at a large scale with vision and ambition and making the most of limited resources.
- Experience of how productions work and the roles and responsibilities of various team members
- Strong, demonstrable knowledge and experience of managing budgets and finances.
- Excellent relationship management, interpersonal and communication skills with the capacity to work in close consultation with the Board of Directors and a wide range of stakeholders and colleagues.
- The ability to work effectively under pressure and manage a number of programmes and projects at any one time;
- Advanced analytical, evaluative, imaginative and objective critical thinking skills.
- Proven ability to take responsibility and work effectively in a demanding role.
- The ability to gather data, compile information, and provide quality reporting on all areas of responsibility, including meeting the requirements of multiple funding partners.

Desirable Experience & Skills

- Ideally the person appointed would have a track record in being imaginative and resourceful and have experience in the administrative and legal aspects of company management.
- Solid knowledge and understanding of accessing and managing national and European funding streams an advantage.
- Experience and understanding of strategic operational and HR management an advantage.
- An appreciation for and understanding of the arts, and the work of Macnas.

PERSONAL CHARACTERISTICS

The company is seeking an exceptional person to fill this role, one with the desire to develop their personal skills and brand.

The person who is appointed will be:

- Professionally driven and imaginative, a problem solver, the first point of contact for everyone with a challenge.
- Intellectually and professionally capable and confident, managing processes and bringing them to conclusion.
- Financially astute and committed to developing the income and operational models of the company to the benefit of the artistic vision
- Disciplined and motivated; capable of devising approaches to the work and following through.
- Welcoming of innovation and positive about working in iterative and dynamic processes.
- Committed to working to create a more inclusive, diverse and accessible industry.
- Complementary to the Artistic Director in terms of personal brand, networked and energetic.

APPLICATION PROCESS

Application is by CV and covering letter to be sent to **jobs@macnas.com** with 'Macnas Executive Director' in the subject line. Applicants should set out within the covering letter how their experience and skills match the requirements in the Person Specification section within this document.

Closing Date for applications: Friday 9th April, 2021. We are unable to consider applications sent after the deadline.

Applications will be shortlisted. If you are shortlisted, you will hear from by email, with full details as to the date, time, location and structure of the interview, and who you will be meeting on the day, so you know what to expect. It is planned to hold interviews on **Monday 19th April**, most likely online, but any in-person attendance at interview will be at the candidate's own expense.

Due to the typical volume of applications, we are unable to provide feedback at application stage.

If you require a candidate information pack in large font, or have any other enquiries, please email **jobs@macnas.com** and we will be happy to assist you.

Salary for the Executive Director post: Circa €55,000 p.a. commensurate with skills, experience and qualifications

The position is to be undertaken as a full-time position, based in Galway, initially for a fixed term of 24 months, which may be extended, subject to review. A 6-month probationary period applies.