

**Appointments to the Board of the Abbey Theatre**

**Closing Date: Midnight on Friday 17 April 2015**

**State Boards Division  
Public Appointments Service  
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

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State Boards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, [www.stateboards.ie](http://www.stateboards.ie), is the channel through which PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

1. **Entity:** Abbey Theatre
2. **Location:** Meetings will be in Dublin.
3. **Number of Vacancies:** 2
4. **Remuneration:** No fees payable
5. **Time Requirements:** 7 meetings per annum

## 1. Background

In 1925, the Abbey Theatre was given an annual subsidy by the new Free State, and the Abbey became the first ever state-subsidised theatre in the English speaking world. The State continues to support the Abbey Theatre in the form of an annual grant from the Arts Council of Ireland/An Chomhairle Ealaíon.

The company originally traded as the National Theatre Society Limited. On 31 January 2006 this company was dissolved and all assets and liabilities were transferred to a newly established company, Abbey Theatre Amharclann Na Mainistreach, which now runs the theatre. The artistic policy of the theatre remains unchanged and incorporates the following ambitions:

To invest in and promote new Irish writers and artists:

- To produce an annual programme of diverse, engaging, innovative Irish and international theatre
- To attract and engage a broad range of customers and provide compelling experiences that inspire them to return
- To create a dynamic working environment which delivers world best practice across our business

## 2. Functions of the Board

The Board is responsible for setting the broad strategy and policies for the theatre. It is responsible for the system of internal financial control and for putting in place processes and procedures for ensuring that the system is effective.

Matters reserved for the Board include:-

1. Significant acquisitions, disposals, and retirements of assets of the company. This applies to assets with values of €125,000 [excluding Value Added Tax(VAT)] or more;
2. Approval of terms of major contracts. Applies to contracts worth €125,000 [excluding VAT] or more;
3. Major investments and capital projects where the value is €125,000 [excluding VAT] or more;
4. Delegated authority levels, treasury policy and risk management;
5. Policy on determination of remuneration of senior management;
6. Approval of annual budgets, corporate and strategic plans;
7. Production of annual reports and accounts;
8. Appointment, remuneration and assessment of the performance of the Chief Executive (Theatre Director);
9. Significant amendments to the pension of the Chief Executive and staff;

10. Succession planning for the Chief Executive;
11. Approval in advance of engagement in novel or contentious acts or in advance of the commitment of funds to novel or contentious purposes.

The Board has adopted the Code of Practice for the Governance of State Bodies.

The Board is assisted in the discharge of its responsibilities by a number of sub-committees which include Audit and Development. Depending on the successful candidates' specific area of expertise, he/she will be expected to sit on one or more of these sub-committees.

### 3. Person Specification

Expressions of interest are invited from applicants who consider they possess the skills and experience necessary in either or both of the following areas:

**A. Financial management / Donor Relations** with:

- Experience as a senior executive or board member of a medium to large organisation with responsibility for accounting, and/or audit and/or financial management, or the provision of professional services in these areas;
- Full membership of a professional accountancy body, or a FETAC level 8 qualification, in one or more of the areas of accounting, auditor financial management;
- Experience of identifying and cultivating prospective donors and connections, nationally and internationally;
- Experience on the board of an organisation which is highly dependent on fundraising for the delivery of its mission, goals and objectives and, in particular, playing an active role in support of the organisations fundraising objectives.

**B. Marketing / Fundraising** with:

- In-depth experience in the delivery of communication, promotion, marketing and PR campaigns which result in clear and measurable impact gained as a senior member of a medium to large organisation operating in the entertainment sector;
- Full membership of a professional body, or a FETAC level 8 qualification, in one or more of the following areas: communications, marketing, promotion or PR;
- Proven track record of being responsible for driving development/fundraising activities and delivering results;
- Experience on the board of an organisation which is highly dependent on fundraising for the delivery of its mission, goals and objectives and, in particular, playing an active role in support of the organisations fundraising objectives.

In addition to this experience, it is desirable that applicants possess:

- Knowledge of the environment and the market place in which the Abbey Theatre operates;
- Understanding of what is best practice for the industry in terms of safety, health and welfare at work, data protection, asset protection, compliance with legislation, compliance with tax obligations etc;
- The ability to act independently and to arrive at an opinion about important matters and be prepared to use external sources to verify information upon which he/she will rely in coming to an opinion on a matter;

- The ability to assess and hold management accountable for performance – not just financial performance but also for performance on achieving the Abbey Theatre's strategic objectives; and
- The ability to communicate effectively, work as part of a team and act as a strong advocate for the Abbey Theatre's strategic direction, vision and mission.

#### 4. Term of Appointment

The term of appointment is 3 years. Successful candidates may serve a maximum of two terms of 3 years.

#### 5. How to Apply

Applicants are requested to review the self-assessment questionnaire which can be found on [www.stateboards.ie](http://www.stateboards.ie), please note that you are not required to submit the questionnaire as part of the application process.

Having considered the overall suitability for membership of a State Board applicants should establish if they consider that they meet the specific appointment criteria set out in Section 4 above.

If you wish to be considered for appointment, you should submit an application via the following link [www.stateboards.ie](http://www.stateboards.ie) together with a detailed Curriculum Vitae and covering letter. In order to submit your application, please:

- i. Go to [www.stateboards.ie](http://www.stateboards.ie).
- ii. On the bar at the top of the page click on "Available Appointments".
- iii. This brings you to a page with all our advertised vacancies, select whichever position would like to apply for (you are welcome to apply for more than one if you wish).
- iv. On the relevant page please click on the button at the bottom of the page saying "apply for position".
- v. This will bring you to a page on [www.publicjobs.ie](http://www.publicjobs.ie) and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account you will be asked to set one up.
- vi. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here" click on the link to the online application form beside it.
- vii. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form. Click on continue.
- viii. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on "submit" at the bottom of the page.
- ix. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also

confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.

## **6. Appointments Process**

A Board Selection Panel (the "Panel") will be convened by PAS to consider and assess the expressions of interest received by the PAS via [www.stateboards.ie](http://www.stateboards.ie). The Panel shall:

- review and discuss the expressions of interest received against specific appointment criteria for the role to be agreed by the panel;
- Assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - Meeting/conference call; and/or
  - Referee checks;
  - Any other selection method deemed appropriate.
- Arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

## **7. Data Protection Acts 1988 & 2003**

For further information on Data Protection please follow the [link](#)