

Application information pack for position of WGI Director (April 2023)

Summary Information

Job Title: Executive Director

Reporting to: Board of Directors through its Chair

Term: A fixed term contract of five years commencing in September 2023, subject to a probationary period of six months.

Salary: €47,000

Holiday entitlement: 25 days per annum

Location: Guild offices, Art House, Curved Street, Temple Bar, Dublin 2.

Hours: Full-time

Background

- The [Writers' Guild of Ireland](#) is the representative body for writers in Ireland, across film, television, theatre, radio, animation and games.
- It was founded as SIP, the Society of Irish Playwrights, in 1969 and became IPSG, the Irish Playwrights and Screenwriters Guild in 2001 and then the Writers Guild of Ireland in 2012. The WGI is a founder member of the Federation of Screenwriters in Europe [FSE] and a member of the International Affiliation of Writers Guilds [IAWG].
- It has a joint membership agreement with the Writers Guild of Great Britain and an agreement with the Authors Licensing and Collecting Society.
- The Writer's Guild of Ireland represents over 400 Irish writers for film, television, theatre, radio, animation and games. We campaign to ensure writers are recognised as the creative force without which, there is no production. All Guild members have access to bespoke networking events, expert advice on contracts, funding alerts through our newsletter, and an annual awards ceremony that celebrates their achievements. You can read our manifesto [here](#)

We operate an office out of the Art House Building, Curved Street, Temple Bar, Dublin 2 where our staff oversee all day to day Guild activities on behalf of the board.

The Board of WGI now wishes to appoint a Director from September 2023 who will lead and manage the organisation's development and operations over the next five years 2023- 2028.

We are looking for an ambitious and highly motivated Director who has:

- excellent interpersonal skills
- experience in drafting strategy, policy and position statements
- experience in lobbying and negotiating
- an understanding of the importance of Equality, Diversity and Inclusion strategy and implementation
- experience of working closely with, and reporting to a board
- the ability to do self-directed work, and manage a small team
- a vision for the WGI and the ability to drive the Guild's strategic planning over the next five years
- experience in managing budgets and funding applications, and building new funding relationships
- experience in leading and managing an organisation at senior level

The Role

This is a leadership role which requires managerial experience and skills at a senior level. The Executive Director will be the chief executive officer at WGI and will report to the board and liaise regularly with the Chair. The Director will also be responsible for managing WGI's small team (one part-time administrator, and additional freelance staff), be the public face and voice of WGI together with the Chair, and will be the principal point of contact with funders and other strategic and operational partners. The Guild is a Company Limited by Guarantee and the successful candidate will be expected to act as Company Secretary. The role is fulltime and based at WGI's offices in Dublin 2.

Experience required

WGI is a national representative organisation for Irish writers across film, tv, theatre and games, and it is essential that the Director can demonstrate direct, practical experience of working at a senior level, ideally in a leadership role, in an organisation in this or a similar sector. We welcome candidates who aren't from the arts sector but who have transferable skills. The guild is in receipt of state funding and a knowledge of application processes and procedures would be an advantage.

Management experience is essential, including managing staff, managing budgets, and reporting to a Board.

The Director will have regular engagement with the WGI Board, with funders including Screen Ireland, and with other stakeholders. Applicants for the position must demonstrate that they have relevant experience in managing relationships effectively with a diverse set of stakeholders.

As a representative organisation, lobbying and engaging in trade negotiations on behalf of our members is a core part of the role. Applicants must demonstrate their experience of lobbying and negotiations and be able to apply those skills in the arts sector, and to have an aptitude for or understanding of rights, contracts, copyright law and other and relevant legislation in this respect.

WGI plays a central role in Ireland's film, tv and theatre infrastructure and has an active

profile both at home and internationally. Experience of working with writers nationally or internationally, plus a sound knowledge of basic principles of copyright, of rights management and of writers' contracts, experience and a practical understanding of the film, tv and theatre sector in Ireland and of the needs of writers within this context will be an advantage.

Terms and conditions

The post of Director is a fulltime position offered under a five-year contract of service (contract of employment) with a salary of €47,000. There is a probationary period of six months from the date of appointment, and a performance review as part of the induction process. After the probationary period, annual performance reviews will take place. The start date for this appointment is September 11th 2023. There will be a transition and hand-over process, to support the induction of the new Director.

Application Process

How to apply

The Writers Guild of Ireland is an equal opportunities employer committed to having an open, inclusive, respectful, and diverse organisational culture and practice embedded in all aspects of our work.

To make an application for the post of Director of the Writers Guild of Ireland please email a letter of application, accompanied by a current CV, to info@script.ie to arrive no later than Monday 15th May at 5pm (extended deadline). It is your responsibility to ensure that your application reaches us by that closing time and date, and we cannot accept any application received after that. Please include **WGI Executive Director Vacancy** in the subject field of your email.

Your letter of application is your opportunity to demonstrate your communication skills and tell us how your experience equips you for this role, so please give up to date and clear examples and details that will help us match your experience and skills to our requirements.

We are particularly interested in hearing your ideas about the next phase in WGI's growth

and development, so please give us a sense of how you envision WGI under your leadership, tell us what you will bring to WGI, and tell us why you want this job.

Applications should include a clear description of the skills and experience which candidates can bring to the job and a response to the description of the job as outlined here. A full Curriculum Vitae should be included.

What happens after you submit your application

We will acknowledge receipt within two working days of the closing date, all eligible applications (i.e. letter of application and cv) received.

A small committee of Guild Board members will short-list candidates based on written applications.

Initial interviews will take place in Dublin on Wednesday 24th and Thursday 25th May. An interview panel has been appointed.

Candidates may be called for a second interview.

