

Summary Information for this Vacancy

Role	Executive Director (CEO)
Contract Type	3 Year Fixed Term Contract (with possibility of renewal)
Working hours	Part time (25 hours per week)
Location	Temple Bar, Dublin
Remote work	Hybrid Work
Salary	€34,000
Annual leave	5 weeks per year

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 600 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 an Executive Director (CEO level) who will lead and manage the organisation's development and operations over the next three years 2025 – 2028, and should have the following:

- a vision for the WGI and the ability to drive the Guild's strategic planning over the next three years

- A passion for Irish film, television and theatre
- experience in lobbying and negotiating
- experience in drafting strategy, policy and position statements
- an understanding of the importance of Equality, Diversity and Inclusion strategy and implementation
- excellent interpersonal skills
- experience of working closely with, and reporting to a board
- the ability to do self-directed work, and manage a small team
- experience in managing budgets and funding applications, and building new funding relationships
- A minimum of three years experience in leading and managing an organisation at senior level
- A Higher Level education qualification at level 8 or higher
- A willingness to travel twice a year for international meetings

The Role

This is a leadership role which requires managerial experience and skills at a senior level. The Executive Director will be employed by the board to act as the chief executive officer of the Guild and oversee the day to day management of the organisation. The Executive Director reports to the Chair. A core function of the role is to support the Chair and also to advise the board on areas of strategy and policy. The Director will also be responsible for managing WGI's small team (currently 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. This is a hybrid role, with the balance of in-office (at the Guild's base in Dublin 2) and remote hours to be discussed with the right candidate.

Experience required

It is essential that the Executive Director can demonstrate direct, practical experience of working at a senior level, for a minimum of 3 years in a senior management or other leadership role, including managing staff, managing budgets, and supporting a Chair and reporting to a Board.

The ideal candidate should have a level 8 qualification. 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.

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.

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

The above list is not exhaustive. You will be expected to perform duties as necessitated by your changing role and the overall business objectives of the Guild, as directed by the board.

Terms and conditions

The post of Executive Director is part time (25 hours per week) under a three-year fixed term contract of service (contract of employment) with a salary of €34,000. 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. After the first three years, there is the possibility of contract extension.

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. As a hybrid role, we are happy to discuss flexible working arrangements with the right candidate. When applying for the role please let us know of any accommodation requirements for attending an interview.

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 17.00 on Friday 20th June 2025. 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 make sure to include a statement that give us a sense of how you envision WGI under your leadership, 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. Depending on the volume of applications, short candidate screening calls may take place prior to the interview round.

Interviews will take place in Dublin in mid July. An interview panel has been appointed. If you require any special accommodations for your interview, please let us know in your application.

Candidates may be called for a second interview, or to undergo additional assessments as part of the recruitment process.