

NEW MUSIC DUBLIN

General Manager Job Description

GENERAL MANAGER, New Music Dublin
Part-time (0.4FTE) position, commencing January 2026

New Music Dublin is seeking a General Manager to work part-time with the Festival Director and Festival Producer, to form a key part of a team delivering Ireland's foremost contemporary music festival, taking place each Spring across Dublin City.

About New Music Dublin:

New Music Dublin (NMD) is a Company Limited by Guarantee and exists through strong collaboration with major funders and venue, arts and broadcasting partners including Arts Council of Ireland, the National Concert Hall, RTÉ, Culture Ireland, the Contemporary Music Centre, the Royal Irish Academy of Music (RIAM), and leading performance ensembles. The festival provides a high-profile, accessible platform for the broadest possible spectrum of Irish new-music creation, in both its national and international contexts.

About the Role:

The General Manager will join an organisation at an exciting phase of its growth and consolidation. The postholder will have the opportunity to lead on the day-to-day management of the organisation, including financial management, stakeholder and partnership management and development, and festival planning, and contribute to the financial and strategic development of the organisation locally, nationally and internationally. The General Manager will play a key role in ensuring that NMD continues to fulfil its mission — maintaining artistic excellence while expanding audience reach, deepening participation, and strengthening sustainability (including environmental responsibility).

Key Responsibilities include:

1. *Planning and Strategy:*
 - Responsibility for Environmental, EDI & Staff Planning and Strategy
 - Responsibility for Paying the Artist Assurance
 - Working with the Festival Director in the ongoing development of International & Irish partnerships
 - Working with the Festival Director on business planning and strategy
 - Working with the Festival Director & Producer on festival planning and programme
2. *Festival Production (in collaboration with the Festival Producer):*
 - Responsibility for artist contracting in a timely manner in advance of festival
 - Responsibility for all travel and accommodation bookings
 - Acting as venue liaison on the ground during festival planning stages
 - Performance and rehearsal scheduling
 - Acting as artist liaison during festival dates
 - Assist with stage and production management
 - Oversee requirements in relation to technical and instrument hire
 - Manage production assistants during festival dates
 - Responsibility for Health and Safety protocols
 - Risk assessment
3. *Administration and finance*
 - Working with the Festival Director on overall financial management including Annual Accounts
 - Working with the Festival Director and Producer on festival budgeting
 - Responsibility for managing the day-to-day financial systems of the organisation
 - Acting as a key point of contact for all financial queries
 - Overall responsibility for policy development, review and renewal
 - Training programme administration
 - Leading on organisational reporting including environmental and EDI
 - Development of an evaluation framework and administration of same
 - Overall office and board administration including staff working hours & record keeping
 - Working with the board and Festival Director on the development of Philanthropic and Corporate Sponsorship Strategy

This is a guide to broad areas of responsibility and should not be regarded as a comprehensive listing.

About the Person

Applicants should be an experienced administrator with a strong track record within the arts and cultural sectors, and experience of working within a small business.

Applicants must:

- Have experience in financial management & systems
- Have excellent IT & Administrative Skills with strong attention to detail
- Have experience with contracting artists and venues
- Be a team player

Applicants would also ideally:

- Have a keen interest in New Music in Ireland and internationally

Terms:

- Contract: Part- time – 16 hours per week
- Holidays: 22 days per year, pro rata (10 days per year when calculated on a pro rata basis for this role)
- The post-holder will work primarily from home except during Festival times.
- The role will require approx. 1 day per week in person in central Dublin outside of Festival time.
- Reporting to the Festival Director
- Salary: €45,000 Pro Rata (€18,000 per year when calculated on a pro rata basis for this role)

New Music Dublin is an equal opportunities employer and this role is open to all suitably qualified candidates, regardless of gender, civil, family status, sexual orientation, religious belief, age, disability, race, or membership of the Traveller community.

How to Apply:

To apply please send CV clearly stating your qualifications and relevant experience, and a cover letter explaining your reasons for applying, to John Harris, Festival Director via john.harris@newmusicdublin.ie

Closing date: 10th December 2025 at 5pm

Interviews will take place week commencing 15th December 2025

Projected start date: 5th January 2026