

Community Casting Coordinator (Part-time)

Fixed term contract or Freelance position for 9 months – immediate start

Galway 2020 seeks a Community Casting Coordinator to work with the Programme Team on a number of exciting projects including the opening ceremonies as part of the Galway 2020 European Capital of Culture programme. The role will report to the Head of Programme.

The Community Casting Coordinator will work with the Galway 2020 programme team and external directors, working across several productions and events. The candidate will hold an administrative and developmental role in the casting process.

The Community Casting Coordinator will be required to assist in the recruitment and management of multiple community casts for a range of exciting projects as part of the programme.

The role will include but is not limited to:

- Assisting the programme team and external directors in casting and liaising with community casts for various productions including the opening ceremonies of Galway 2020 European Capital of Culture.
- Work with the Programme Team, Community Engagement Officer and Volunteer Development Manager to identify and engage communities in events and productions.
- Providing a consistent point of contact for casts working with and those wishing to engage with Galway 2020 European Capital of Culture.
- Be the main point of contact for all community casts pre-commencement of engagement and during rehearsals.
- Maintaining and updating casting records
- Arranging general auditions, workshops and interviews
- Administer and co-ordinate all rehearsals, liaising directly between the director and the cast.

Required skills and experience:

- Proven links, contacts and networks across local communities and organisations.
- Current knowledge of available talent across a range of forms.
- Experience of working in the performing arts.
- Instinct to recognize talent and potential in non-experienced individuals.
- Excellent organisational and leadership skills.
- Outstanding communication, teamworking and interpersonal ability.
- Ability to build new relationships quickly.
- Great negotiation skills.
- Computer literacy.
- Prior experience of casting will be an advantage.

- Flexibility to work evenings and weekends when required.
- Ability to travel throughout city and county.

Key Relationships:

Works to:

- Creative Director Galway 2020
- Head of Programme Galway 2020
- Various producers on individual Galway 2020 projects

Works with:

- Community Engagement Officer
- Volunteer Manager
- Local community and local arts organisations

Application Process

Application is by CV and covering letter. Applicants should set out within the covering letter how their experience and skills match requirements of this role.

Attendance at interview will be at the candidate's own expense.

The successful candidate will be required to undergo Garda vetting.

All information should be sent to hello@galway2020.ie in the first instance.

Closing Date for applications: 25 October 2019

Salary negotiable.

The position is a fixed term contract position to be undertaken on a part-time basis, located in Galway, with frequent travel to community locations. Consideration will be given to filling this role on a freelance basis.

If you would like to discuss any aspect of the application process or the role on a confidential basis, please contact us at: alan@galway2020.ie or (091) 412492

Fáilteofar roimh iarratais i nGaeilge