

Company Producer

Application Information 2025



Position: Company Producer

Fee: €40,250 - €46,000 per annum pro rata, depending on experience (1 full day & 2 half days per week or equivalent of, 46 weeks per year)

Contract: 1 year, part-time, flexible / remote, February 2025 to February 2026 (some in person engagement / overtime – including evenings and weekend – may be required on occasion)

Responsible to: Artistic Director, Executive Producer and the Board of Directors

Run of the Mill

Run of the Mill is a multi-award-winning inclusive arts organisation committed to supporting people with intellectual disabilities to access high quality experiences in the arts as artists, makers and participants.

At Run of the Mill, we collaborate to make work across theatre and film that gives voice to the lived

experiences of our participants. We believe that intellectually disabled artists are underrepresented in the arts, on our screens, and on our stages — we aim to redress that imbalance by making work that puts the stories and ideas of our participants front and centre. We champion the rights of our participants to be involved in the arts and we lobby for increased access for disabled artists to the arts in all capacities — as audience members, participants, artists and paid professionals – and we work towards making the landscape of arts practice in Ireland a more inclusive one.

In recent years, the work of Run of the Mill has grown in scope, ambition and visibility. Led by Artistic Director Aisling Byrne alongside Creative Producer Killian Coyle, the work has evolved from grassroots beginnings in our local community to the presentation of award-winning productions on mainstream stages, numerous high profile national media appearances and significant investment and support from the Arts Council of Ireland and Kildare County Council across numerous projects. Recent work includes *Linda, George, & Gillian* [Work in Development] (Dublin Theatre Festival, 2024), *Real Life* (Project Arts Centre, 2024, the Oscar-Qualifying Headspace (Run of the Mill & Arcade Film – Winner Grand Prix Best Irish Short at 67th Cork International Film Festival, European Film Awards Candidacy, 2023) and the multi-award winning *Making a Mark* (9 venue national Tour, 2022).





Outline of the Role

The Company Producer will work closely with the Artistic Director and Executive Producer as a core member of the team, providing essential support, expertise, and coordination to help deliver Run of the Mill's mission. This role is central to the smooth running of the organisation, ensuring operational efficiency and supporting the delivery of high-quality, inclusive arts projects.

The role includes managing, coordinating and administrative oversight of Run of the Mill's two grassroots groups:

- **Weekly Youth Theatre: Every Thursdays, 5:00 PM to 6:00 PM.**
- **Weekly Community Theatre: Every Thursdays, 6:15 PM to 7:15 PM.**

As well as management and administrative oversight across Run of the Mill's Ensemble:

- **Weekly Ensemble: Every Friday, 10:00 AM to 2:00 PM**

The Company Producer will play a vital role in the production and delivery of Run of the Mill's high-quality arts projects, including theatre productions, film projects, and artistic development initiatives. In addition to coordinating the organisation's weekly Youth Theatre and Community Theatre groups, the Company Producer will work to support production of ambitious creative projects, managing budgets, schedules, and logistics to ensure their successful delivery. This role requires a skilled producer / arts manager who can balance the operational needs of the weekly groups with the demands of delivering high-impact arts projects that amplify the voices of our participants and engage audiences at a national level.

Role Requirements

Project Delivery and Oversight

- Plan and oversee the delivery of grassroots weekly workshops and artistic projects.
- Manage project budgets, schedules, and facilitator / collaborating artist procurement to ensure timely and efficient execution.
- Coordinate with participants, families, and support networks to ensure inclusivity and clear communication.

Stakeholder Engagement and Communications

- Maintain and build relationships with funders, arts organisations, and community stakeholders.
- Oversee the organisation's digital presence, including managing social media accounts and updating website content.

- Represent Run of the Mill at events, performances, and community activities, serving as a key point of contact.

Operations and Compliance

- Ensure compliance with safeguarding, governance, and financial regulations.
- Maintain and update best-practice policies, ensuring alignment with arts-sector standards.
- Oversee contract administration, Garda vetting, and data management processes.
- Attend board meetings as recording secretary, taking and distributing minutes, tracking action points, and ensuring timely follow-up.
- Assist in preparing board materials, reports, and presentations in collaboration with the Artistic Director and Executive Producer.

Finance and Fundraising

- Collaborate with the Executive Producer and Finance Manager on financial oversight, including budget preparation and tracking.
- Support funding applications, grant reporting, and compliance with financial requirements.

Who are we looking for?

Essential Skills and Experience

- Proven experience in producing and/or arts management, with a track record of delivering successful projects.
- Strong organisational skills and the ability to juggle multiple tasks independently and collaboratively.
- A proactive approach to problem-solving and adaptability in managing changing priorities.
- Excellent communication and interpersonal skills, with the ability to maintain strong relationships with stakeholders, participants, and facilitators.
- Proficiency in Microsoft Office Suite, Google Workspace, and budgeting tools.
- Knowledge of governance and safeguarding best practices in arts organisations.



Desirable Skills

- Experience in fundraising, grant applications, or revenue development.
- Familiarity with inclusive arts practices, particularly in working with participants with intellectual disabilities.
- A strategic mindset with strong attention to detail and a focus on continuous improvement.

Above all, we are interested in a candidate who is self-motivated and idea-driven, with a passion for creativity and inclusion. We are looking for someone who is interested and invested in being a part of this exciting juncture for Run of the Mill, and supporting us to develop our vision through collaboration and teamwork.

Whilst the outline of the role is broad, we are open to the successful candidate making this role their own and bringing their unique experience to bear. Support can and may be provided in areas that you feel it is required or that you have less experience across. You will be an invaluable member of a small, passionate and dynamic team.



How to Apply

Applications must include a cover letter and a CV including full contact information and two references. We are also happy to receive a video or audio clip (no longer than 3 mins) in lieu of a cover letter.

You should email your application to

killian@runofthemill.ie &
aisling@runofthemill.ie —

Please use “ROTM Company Producer

Application” in the subject line.

If your application file is too large for email, please feel free to send it via Google Drive, Dropbox, or another preferred file-sharing system. Please ensure the link is working and does not expire.

- Applications must be submitted by **Monday 20th of January at 1pm.**
- Shortlisting will take place and candidates called for interview will be contacted on **Thursday 23rd of January.**
- Interviews will be held on **Monday 27th of January.**

