

## **DLR Mill Theatre**

### **Board of Directors**

#### **Chairperson Role Description**

The DLR Mill Theatre is a company limited by guarantee under the Companies Act 2014 and registered with the Company Registration Office. DLR Mill Theatre is a vibrant performing arts venue located in Dundrum, Dublin, at the heart of the bustling Dundrum Town Centre. Established in 2006, the theatre is a key cultural hub in South Dublin, hosting a diverse range of performances, including drama, comedy, music, dance, and children's theatre.

With a 205-seat auditorium and studio, the theatre provides an intimate yet dynamic space for both professional and community productions. It actively supports emerging and established artists, offering a platform for creative expression and audience engagement.

In addition to this, DLR Mill Theatre facilitates varying stakeholders, runs outreach/ educational programs while fostering a strong connection with the local arts community.

**Expressions of interest** are now invited from applicants who believe that they possess the skills and experience necessary to be appointed Chairperson to the Board of DLR Mill Theatre noting the following:

**Location:** DLR Mill Theatre

**Remuneration:** Nil.

**Time Requirements:** Approximately 6 board meetings per annum with time for meeting preparation and for attending events, tours and other meetings outside of the meetings of the board and sub-committees

**Term:** 3 Years

**Start Date:** 22nd July 2025

## 1. Functions of the Board – DLR Mill Theatre

The **DLR Mill Theatre Board** is responsible for setting the strategic direction and policies of the theatre. It oversees financial controls and ensures the implementation of effective governance processes and procedures.

### Matters Reserved for the Board:

1. Approval of annual budgets and strategic plans.
2. Oversight of the production of annual reports and financial statements.
3. Appointment, remuneration, and performance assessment of Executive Management
4. Succession planning for key leadership roles
5. Fundraising & Advocacy
6. Advance approval of engagement in novel or contentious activities or financial commitments.

The Board adheres to the **Charity Governance Code** which ensures the Board collectively possesses the necessary expertise to support **DLR Mill Theatre's** mission. To achieve this, the Committee conducts regular skills audits, seeking a diverse range of competencies, essentially covering areas of:

- Finance, accounting, business management
- Human resources and employee relations
- Education and community engagement
- Law and governance
- Marketing & public relations
- Sponsorship and fundraising
- Local Council Representation
- Strategic Professional Arts Leadership

This governance framework ensures that **DLR Mill Theatre** continues to thrive as a leading cultural hub, fostering artistic excellence and community engagement.

## 2. Expression of Interest

Expressions of interest are invited from individuals who possess the following experience and skills to support the governance and strategic direction of **DLR Mill Theatre**.

### Key Responsibilities & Requirements:

- Ability and experience in supporting the **Executive Management** in developing a long-term vision for the theatre, guiding strategic priorities to achieve this vision.
- Capacity to act independently, form well-reasoned opinions on critical matters, and utilize external sources to verify information when necessary.
- Knowledge and experience of working with **governance codes** in Ireland, such as the **Charities Regulator, State Bodies governance guidelines**, and/or other corporate governance frameworks.
- A strong sense of **ethics and integrity**, with a clear understanding of potential conflicts of interest.

- Strong communication skills, teamwork abilities, and the capability to act as a **passionate advocate** for **DLR Mill Theatre's** vision and mission.

#### Essential Experience:

- Previous **board membership experience**, ideally including experience Chairing a Board.
- Experience serving on a board reliant on **fundraising** to fulfill its mission and objectives.
- A strong interest in theatre and knowledge of the arts sector, particularly the environment in which **DLR Mill Theatre** operates.
- Willingness and ability to commit the significant time required for this role.
- Knowledge of **corporate governance and compliance**, with a commitment to staying informed on national and international cultural policy developments.

For further details, please refer to the Charities Regulator's guidance on the role of the Chairperson: [The Role of the Chairperson of a Charity](#)

### 3. Submission Details

To apply for the position of **Chairperson of the Board at DLR Mill Theatre**, please submit your **Curriculum Vitae** and a **Cover Letter** outlining your relevant experience and how it aligns with the criteria outlined in Section 2 above.

Send your application via email to: [chairman@milltheatre.ie](mailto:chairman@milltheatre.ie)

**Deadline: Friday 2nd May 2025 @ 5pm**

In your cover letter, please include:

- A clear explanation of the **specific expertise** you would bring to the role, with reference to the outlined criteria.
- A confirmation that you have **no conflicts of interest** or legal impediments that would prevent you from fully contributing as a Board member.

#### Important Note

Ensure your application is carefully prepared. The **Assessment Panel** will primarily base its recommendations on the information provided in your **cover letter and CV**, so it is crucial that these documents **clearly demonstrate how your background and experience meet the requirements for the Chairperson position**.

A well-detailed application will help the Assessment Panel fully understand your suitability for this leadership role in **DLR Mill Theatre** and why you would be a strong candidate for appointment.

#### Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.