

Administrator Role Specification

Position Title	Administrator
Reports to	Artistic Director
Location	Home working, occasional meetings Dublin City area
Remuneration	€30,000 - per annum, pro rata. Part time, 2.5 days, 20 hours per week. €15,000 gross for half time 2.5 days per week

Dublin Youth Dance Company

Dublin Youth Dance Company (DYDC) is Ireland's premiere contemporary youth-dance group which offers talented young dancers the opportunity to participate in the creation, production, and performance of contemporary dance works of the highest quality. DYDC offers dance training through weekly classes, opportunities to perform locally, nationally and internationally, choreographic opportunities, festival performances, guest teachers/choreographers, workshops, international exchange programmes, personal and dance career development.

Position Summary Administrator (Part-time)

Reporting to the Artistic Director, the Administrator will support all aspects of Dublin Youth Dance Theatre's annual programme of events. The overall purpose of the role is to support the Artistic Director and the Board at administrative and operational level. The Administrator will play a key role in the financial management of DYDC.

KEY RESPONSIBILITIES AND DUTIES

Artistic Programme

The Administrator will support the Artistic Director in rolling out all aspects of DYDC's programme of events. Responsibilities include:

- Support in the organisation of annual auditions including scheduling and liaison with attendees
- Assisting in communications with dancers and teachers around weekly classes
- Assisting with the organisation of Dublin Youth Dance Festival, usually in June / July
- Assisting with the organisation of International Residencies including schedules, booking of flights and accommodation
- Assisting with the organisation of Spring and Autumn schools' programmes
- Booking of venues, studios and workshop spaces for programme aspects above
- Working with the Artistic Director in seeking quotations for programme/production related services and budget administration

- Working with the Artistic Director on contracting service providers including Stage Manager, Sound and Lighting Designers/Operators, chaperones, Health & Safety (eg. Covid specific) experts when necessary
- Assisting in organising of permissions for young people
- Assisting in administration of Garda Vetting for all personnel dealing with young people

Finance

The Administrator plays a key role in the financial management of the organisation, working closely with the Artistic Director to ensure that financial systems are clear and robust and that DYDC's budgets and records are maintained. Duties include:

- Preparation of organisational budget and management of same, in conjunction with the Artistic Director
- Assisting in the preparation of finances for funding applications
- Maintaining management accounts
- Being an authorised signatory and making payments for DYDC in line with budgets and contracts agreed
- Monthly bank reconciliations
- Maintenance of creditors and debtors records, electronic and/or hardcopy as appropriate
- Following up on income streams including grant drawdowns, guarantees and member fees
- Administration of payroll for staff

Communications

The Administrator will assist in the promotion of DYDC and in operating communications channels. Duties include:

- Assistance in maintenance of company website, if appropriate
- Assistance in running marketing and social media campaigns
- Seeking quotations from service providers (e.g. Designers & printers) for marketing campaigns
- Booking Marketing related services, when needed

Board and Governance

The Administrator will support the Board and assist the Company Secretary function. Duties include:

- Attendance at Board meetings and minute taking
- Timely circulation of minutes to the Board and maintaining minutes files
- Supporting the Director in preparation of relevant papers for the Board
- Maintaining the Members Register and ensuring records are up to date
- Assisting in filing information with the Companies Registration Office and Charities Regulatory Authority, when appropriate
- Assisting in the organisation's adherence to legislative requirements, when appropriate

PERSON SPECIFICATION

Essential Experience and Skills

- Professional experience in administration (min 3 years)
- Experience in financial management including budgeting and accounts
- Excellent time management and project management skills and the ability to work to deadlines
- Excellent Excel and Word skills

Desirable Experience and Skills

- Demonstrable interest in dance and the performing arts
- Experience (professional or voluntary) in the arts and entertainment industry
- Experience using digital marketing and website technology for business purposes
- Knowledge and/or experience of payroll packages eg. Thesaurus

Attributes

- An ability to work on a team
- Excellent communication skills
- An enthusiastic approach to work
- The ability to work in a constructive manner within a small team

Terms of Engagement

This is a part-time position. The role is open to applicants who are service providers and those who are interested in a half-time position as an Employee of Dublin Youth Dance Company. The rate is €30,000 per annum pro-rata (€15,000 for an Employee at 20 hours / 2.5 days per week).

Applications are welcome from freelance candidates interested in a contract for services, hourly rates €15 - €18 per hour, negotiable.

Application Procedures

Please submit a letter of interest and CV to dycrecruitment@gmail.com by **12.00 noon on Monday 24th May**. Applications should be submitted by email only.