



COMMUNICATIONS & DEVELOPMENT EXECUTIVE

Job purpose: The Communications & Development Executive will work closely with the Communications & Development Manager to develop DDF's identity; to deliver key aspects of the Festival's communications and development strategies and to pursue and consolidate strategic partnerships which propel the Festival forward.

Context: Dublin Dance Festival is a creative catalyst. The core reason the organisation exists is to bring outstanding dance to Irish audiences of all ages and backgrounds, and to create opportunities for dance artists, through programming, commissioning and artistic partnerships. DDF will positively impact the cultural landscape in Ireland, working with other partners and stakeholders to build a dynamic trajectory for dance.

DDF strives to create a supportive workplace which motivates and empowers staff. We value a team-based approach to delivering the Festival and developing the organisation. As Communications & Development Executive, you will work as part of a small, dedicated, highly-skilled team to drive the Festival's vision and objectives. You will report to, and be supported in this role, by the Communications & Development Manager.

ACCOUNTABILITIES

Communications

Working with the Communications & Development Manager, you will

- Implement the Festival's communication strategies to the highest possible standard within agreed budget and timelines, liaising with external agencies, consultants and suppliers
- Implement an effective audience development plan which grows prospective audiences and deepens and diversifies engagement with the Festival

- Coordinate the Festival's social media profiles, building online presence and engagement and delivering high impact social media campaigns
- Manage the Festival's website and e-communications
- Support the development and delivery of DDF's communications materials, including content creation, design, production and distribution
- Assist with the delivery of DDF's advertising and promotional campaigns and lead group sales initiatives for the Festival
- Oversee customer research and box office analysis which can inform the Festival's communication strategies
- Assist with coordination of press and publicity activities

Development

Working with the Communications & Development Manager, you will

- Implement the Festival's Development strategy, helping to devise creative strategies to reach development targets
- Lead on research and management of prospect lists for individual giving, philanthropy and corporate sponsorship
- Support the cultivation of new connections, fundraising and investment opportunities for the Festival
- Support the stewarding of sponsors, partners and donors
- Ensure that sponsor/partner objectives are met, implementing corporate/commercial partnership events/initiatives as required
- Support preparation of sponsorship and fundraising collateral, proposals, applications and reports
- Manage specific sales initiatives for the Festival including advertising sales
- Support the Festival's individual giving strategies and lead the Festival's Friends scheme
- Coordinate networking, cultivation and hospitality events
- Manage invite lists and guest ticketing requirements for Festival events
- Monitor, report on and adapt activities to ensure maximum impact

General

As a member of the DDF team you will

- Work within the values and ethos of DDF, use best practice, support diversity, equality and inclusion across all aspects of your work
- Implement the principles of the Governance Code and all legislative and reporting procedures, funding agreements, partnership and sponsorship objectives which are relevant to your role
- Support the delivery of individual events by representing DDF and acting in an advocacy capacity assisting with meetings, networking, hospitality

- Work to DDF's Health and Safety Policy, Child Protection Policy, Risk Management Policy and other policies and processes as outlined in the DDF Staff handbook.

What you will bring to the role

Essential

- Minimum of two years experience working in similar role (or complimentary environment where skills are clearly transferable)
- Third level qualification in a related area
- Self-motivated, an excellent collaborator and networker
- Excellent communication, presentation and interpersonal skills
- Proven competency as a project manager, with ability to work effectively across complex scheduling and coordination in a busy and demanding environment
- Experienced in managing web content, online platforms and delivering social media campaigns
- Capacity to successfully manage diverse portfolio of stakeholders, funders, sponsors
- Excellent writing skills with a keen attention to detail
- Evidence of high level of competency in MS Office or equivalent software

Desirable

- Knowledge of/strong interest in contemporary arts and/or dance
- Sales experience
- Working knowledge of MailChimp, Ticketsolve, Google Adwords
- Experience of design/ design packages

DDF reserves the right to weight key competencies within the selection process.

Summary of terms and conditions

Commitment: 10 month commitment within a one-year contract [Part-time/full-time somewhat negotiable, with an expectation to be full time in the lead up to and during the festival. Role offers flexibility for other freelance/ project based work where there is no conflict with DDF. Role includes a 3 month probation period.]

Salary level: €23,350-€25,000 dependent on experience (equivalent of €28,000-30,000 pro rata)

Holidays: 25 days each year (pro rata) plus public holidays

Application Process

- Please submit a letter of application and a CV to recruitment@dublindancefestival.ie by 5.00pm on Monday 30th **October**. Late applications will not be considered.
- Your letter should outline (i) your interest in this role (ii) the strengths and attributes you would bring to it, as well as (iii) your experience of communications and development to date
- Interviews for shortlisted candidates will be scheduled on 7th November

Dublin Dance Festival is an Equal Opportunities Employer.

www.dublindancefestival.ie