

General Manager

Dance Ireland

Job Description and Application Process

October 2015

Dance Ireland is seeking a dynamic, experienced and highly motivated General Manager to assume responsibility for the daily management of Dance Ireland, overseeing its programme, staff and venue.

Reporting to the Chief Executive, the key strands of this role are:

Financial control, Management and Strategy

- The General Manager has responsibility for drafting and implementing budgets, managing income and expenditure, managing cash flow, ensuring robust financial management strategies, and long-term sustainable financial planning;
- The General Manager is responsible for producing quarterly management accounts, annual audit and preparation of financial statements in collaboration with auditor and accountant;
- The General Manager will provide secretariat to the Audit & Finance Sub-committee as required.

Daily Management Dance Ireland and DanceHouse

- Central to this role is overseeing and ensuring that the organization meets all insurance, legal, contractual and statutory requirements;
- Ensuring the smooth day-to-day operations of the venue; including timetabling;
- Maintaining the infrastructure of DanceHouse, including negotiating contracts, liaising and managing sub-contractors, including cleaning, security, maintenance, and others;
- The General Manager is responsible for maintaining pro-active Health & Safety Policy for all employees and users.

Staff Recruitment and Management

- The General Manager is the line manager for the Administrator and Venue Assistants;
- The General Manager is responsible for the recruitment and supervision of contract staff;
- The General Manager will be informed by the Staff Handbook and by best practice in human resource management;
- The General Manager is responsible for the development and implementation of working timetables, with particular reference to the Organisation of Working Time Act, 1997.

Working with the Chief Executive and Board of Directors

- The General Manager is responsible for financial reporting to the Chief Executive, who in turn is responsible to the Board of Directors;
- The General Manager in collaboration with the Chief Executive is responsible for all grant-in-aid applications;
- With the Chief Executive, attendance at Board meetings will be required, on a scheduled basis.

General

- Represents the organisation at local, national and international level when required;
- Works as part of the organisation team;
- Other duties as required by the Chief Executive.

Skills and Competencies

The General Manager should be able to demonstrate that s/he possesses the necessary business and managerial acumen required for this challenging position which includes the following skills and experience:

Essential skills and competencies required

- Ability to manage budgets;
- Strong organisational skills;
- Ability to manage and deliver projects;
- Ability to prioritise workloads;
- Flexibility;
- An ability to work on your own initiative;
- Excellent written and verbal communication skills.

Desirable skills and competences required

- 3rd level and/or postgraduate qualification;
- Familiarity with national and international funding structures;
- Knowledge of the infrastructure and network of venues for the arts in Ireland;
- Understanding and/or appreciation of the needs of dance artists, knowledge of the dance sector in Ireland.

Experience

- Minimum 3 years' experience in a similar role.

Salary

- €45,000 (depending on experience).

Terms of employment

- 3-year fixed-term (renewable) contract with a 6-month probation period.

Application closing date

- 12noon, Wednesday 18 November.

Interviews

- Shortlisted applicants will be invited for interview on Wednesday 25 November.

Start Date

- January 2016

Application process

Applicants are invited to submit:

- CV outlining relevant experience;
- A letter of motivation, outlining your reasons for applying, and addressing the job specifications;

Applications should be emailed to Paul Johnson, Chief Executive: paul.johnson@danceireland.ie (with General Manager in the subject line). Please note CV and letter should be contained in one document only.

Recruitment process

- It is our policy to shortlist;
- Shortlisted candidates will be invited to interview on Wednesday 25 November at DanceHouse.

T: 00353 1 855 8800

E: info@danceireland.ie

W: www.danceireland.ie



Supplementary Information // General Manager Job Description

- This document provides summary information on Dance Ireland and the post of General Manager, and should be read in conjunction with the job description.
- To assist you in applying for this position, we encourage prospective candidates to consult our website: www.danceireland.ie.
- If you wish to contact us for an informal discussion in confidence; please contact Paul Johnson, Chief Executive who will be happy to discuss further: +353 1 855 8800.

The post of **General Manager** is strategic and developmental within our small team, with key responsibility for the daily management of Dance Ireland, DanceHouse, programme and staff.

Introduction

Dance Ireland (parent organisation) is the trading name of the Association of Professional Dancers in Ireland Ltd. Established in 1989; we have evolved into a national resource and service organisation, supporting all forms of dance practice, operating at local, national and international level. We:

- Provide supports and practical resources for dancers and choreographers;
- Work towards developing a sustainable dance sector in Ireland;
- Lead, represent and advocate on behalf of the dance sector;
- Enhance public awareness of and involvement in dance at all levels;
- Operate DanceHouse as a professional well-run and inclusive home for dance.

Dance Ireland is a member-led organisation. Operating on an all-Ireland basis, we rebranded in 2006 (with the opening of DanceHouse) and was granted charitable status in 2012.

Dance Ireland Executive

Led by a Chief Executive, the executive is a highly skilled group of individuals with enthusiasm and a passion for dance. The team includes individuals from a variety of backgrounds and areas of expertise. As part of a small team, all staff members are actively involved in driving the ambitions of our fast growing organisation forward.

- We employ over 60 freelance national and international dance/arts practitioners, on a contract for services basis, annually to assist us in delivering our programme.
- We employ on a contract basis all other personnel, including security, cleaning, maintenance and IT technical support.

Chief Executive	Paul Johnson
General Manager	Vacant
Programme Manager	Hazel Hodgins
Administrator	Catherine Finn
Venue Assistants	David Collins and Sara Geoghegan

Board of Directors

The board of directors is a non-executive board. The board comprises eight members:

Anne Maher (Chairperson), Richard Johnson (Deputy Chair), Joseph O'Hanlon (Company Secretary), Michelle Cahill, Aoife Courtney, John Malone, Maria Nilsson Waller and Richard Wakely.

The board of directors has devised the Dance Ireland Governance Framework and is committed to maintaining the highest operating standards.

Audit & Finance Sub-Committee; chair John Malone;
Governance Sub-Committee; chair Joseph O'Hanlon;
Sponsorship & Fundraising Sub-Committee; chair Aoife Courtney.

DanceHouse

Opened in 2006, DanceHouse is our venue and one strand of our work. DanceHouse is owned by Dublin City Council and licensed to Dance Ireland. Located in the heart of the north-east inner city, DanceHouse is a fully accessible building with six studios, Artists' Resource Room, artists' kitchen, reception foyer and exhibition spaces. DanceHouse is a working base for professional dance practice and a hub for the wider dance community, attracting over 30,000 repeat attendances annually.

We operate DanceHouse using a combination model, whereby we manage the resource and make available studios, for a variety of uses, including classes, rehearsals, photoshoots, filming and presentations, for hire.

We also programme our own programme activity in DanceHouse, including classes and workshops, national and international residencies, masterclasses, showcases, talks and related special events.

Dance Ireland was awarded the first operating licence and completed the fit-out of the venue in 2006. We tendered for a second operating license in 2011. In 2016, we will tender for a third operating licence.

Membership

At the heart of Dance Ireland are our members, comprising individuals, companies and institutions, in six categories: *Associate, Education Institute, Friend, Organisation, Performer/Choreographer, and Student*. Membership is operated on a rolling basis, with our AGM normally held in April.

Programme; for a complete overview, please consult: www.danceireland.ie.

Our remit, which comes from our funding relationships and mandate, which comes from our membership, can be divided into the following strands:

- On-going Professional Training;
- Continuing Professional Development;
- Advocacy/Representation;
- Local Initiatives;
- DanceHouse.

Peer Panel, Open Call/EOI and Selection Process

Dance Ireland is committed to a fair, transparent and consistent decision making process, including a commitment to using Open Call and EOI processes and adhering to a peer panel selection process.

Partners / Affiliations / Funders

Partnerships are a key means for us to leverage our resources, which we acknowledge is central to our continued growth and a sustainable dance sector.

Dance Ireland is a member of BusinesstoArts, Theatre Forum, Dance Resource Base (NI) & Dance UK.

Dance Ireland is an active partner within the European Dance House Network (EDN). We have participated in transnational projects, including *E-Motional Bodies & Cities*, *modul-dance*, *LÉIM* (lead partner) and *Communicating Dance*.

Funding

Dance Ireland receives annual funding from the Arts Council and Dublin City Council. Other income sources are from membership fees, activities, studio rentals and cultural partners, including Culture Ireland, Léargas, Creative Europe and Department of Arts, Heritage & the Gaeltacht.

Equal Opportunities Employer

Dance Ireland is an equal opportunities employer. Individuals are selected on the basis of their abilities and merits to perform the tasks required. Our policy is to be fair and consistent in all aspects of our business. We recognise, respect and value differences and diversity. We embrace equality as part of our normal way of doing things because we believe that it is the right thing to do for our staff, our members and our success.

It is against Dance Ireland's policy to discriminate on the grounds of sex, marital status, family status, sexual orientation, religious belief, age, disability race, or membership of the travelling community.