

Dance Theatre of Ireland - Centre & Outreach Coordinator

The Centre & Outreach Coordinator is a key position within the Company. As well as considerable contact with the public, the position involves working closely with other staff and are responsible to the Artistic Directors in three primary areas:

- 1) Management, administration and marketing of the Programmes of Classes for the public at the **Centre for Dance**,
- 2) Marketing and booking of **DANCE POP**, *Dance Performance Outreach Programme*, the Company's nationwide educational of workshops and performances,
- 3) Management and administration of the facilities of the **Centre for Dance**, including the physical plant, studio hire, studio equipment, and part-time personnel.

Key responsibilities include:

- Management, marketing, development and administration of programmes at the *Centre for Dance* including the core programme of high quality, fun and educational Dance Classes for the Public.
- Sales, customer relations and communications management for *Centre of Dance* and DANCE POP education and community outreach activities
- Assist Artistic Directors in sourcing tutors, with responsibility for preparing and managing *Contracts of Engagement* with tutors
- Personnel management of tutors and reception staff; monitoring the smooth running of all activities in the building.
- Delivery of reports relating to all dance programmes, classes and DANCE POP (outreach) activities
- Management of the calendar for workshops, classes, studio hire, and performances
- Maintaining all ongoing records, attendance sheets, enrolment spread sheets, documentation of queries, bookings and contacts for both the *Centre for Dance* and DANCE POP programmes
- Financial management: direct responsibility for record keeping pertaining to classes, courses/workshops. Managing accounts connected with classes, workshops, studio hire, teachers' CV's and contracts.
- Administering cash/cheque incomes, lodgements & reconciliations; banking
- Marketing the *Centre* & its programmes. Developing and implementing marketing strategies. Distribution & management of advertising & publicity for the Centre. Preparation, printing and distributions of mailings, brochures & flyers for the Centre, assisted by Administrator.
- Developing and maintaining contacts with relevant external organisations: schools, community organisations, businesses, educational, arts and statutory bodies
- Negotiating and booking all DANCE POP workshops, including those in conjunction with DTI performances. Preparation of workshop schedules for DANCE POP outreach teachers.
- Attendance at DANCE POP & DTI performances as required. Management of customer service and box office for events; management of information about the *Centre* & in the Reception area
- Liaising closely with other staff in all activities, and undertaking production related research & activities as requested
- Assisting with activities in relation to the Company's performances

In conjunction with and at the direction of the Artistic Directors, the Outreach & Centre Coordinator has responsibility for the overall systems management and coordination of scheduling of activities of the *Centre for Dance* building. This includes:

- Responsibility for the timely & efficient operations and maintenance of the building, including utilities, insurance, security systems, sound and video systems, services and general repairs. Liaising and supervising service providers.
- Directly responsible for scheduling staff at reception and check-in for classes and opening for hires that occur outside of regular hours.
- Training and monitoring of reception staff and all key holders
- Responsibility for safety management of the venue
- Managing studio hire contracts (including insurances) & Liaise with Dublin Youth Dance Co.