

Dance Theatre of Ireland - Programmes Manager Job Description

The Programmes Manager is responsible for managing the business and financial activities of the Company; to strategically plan, coordinate, develop and expand the work of Dance Theatre of Ireland in keeping with our mission to “Transform People’s lives through Dance” and our artistic aims “to give people of all ages opportunities to Learn, Create and Perform dance”. Working with The Artistic Directors and core staff, they will progress the Company’s growing Dance & Health and Arts Participation activities.

They are primarily engaged in the overall management, development, coordination and administration of:

- 1) The Company’s Dance & Health and Arts Participation programmes, projects & performances;
- 2) The Centre for Dance Classes and Participation Programmes;
- 3) The Outreach Programme taking place in Schools and other community Venues;
- 4) The Centre for Dance facility.

The primary responsibilities of this role include but are not limited to:

- Manage the overall business & financial aspects of the Company’s activities and their development
- Manage the interrelated connections of the Company’s programmes and projects
- Smoothly coordinate all activities of the Company; management and supervision of other personnel, comprising 2 full time positions: **Centre & Outreach Coordinator, Marketing and Finance Administrator** plus additional part-time and contract personnel, including their reports, deadlines and targets & performance;
- Office and day to day operations management, including information systems and technology;
- Work closely with and support the Artistic Directors in the delivery of the Company’s programmes, ensuring the Company’s ethos, objectives and standards are achieved;
- Devise, deliver and initiate a business growth plan for Well-Dance for Seniors, and other Dance & Health programmes
- Primary responsibility for sourcing and diversifying income streams including grant preparation, fundraising, sponsorship and other partnerships; working closely with the Artistic Directors;
- Overall management & development of Company Marketing, PR and Communications strategies/profile, including website, digital marketing platforms, Google Grants Adwords and direct marketing;
- Personnel Management: negotiation and preparation of key contracts, recruitment;
- Oversee the accuracy of financial tracking and attendance reporting, classes and workshop summaries, budgets & cash flow projections and other Company reports of income & expenses, surveys & contact sheets; responsible for managing and meeting deadlines, targets and timelines;
- Coordination of the Company’s systems management, including database, equipment and Company archives;
- Direct responsibility for protecting the solvency of the Company & Company’s activities;
- General correspondence and representative of **Dance Theatre of Ireland** reflecting its style and business ethos to the public and agencies.