

Dublin Youth Theatre Part-time General Manager



Dublin Youth Theatre (DYT) are looking for a part-time General Manager role to lead the organisation and implement our year-round programme of activities.

DYT is the country's leading centre for young theatre artists, providing a safe and welcoming place where members can meet other young people from all parts of Dublin in a fun, artistic and social environment. For 47 years, we have helped to shape the artistic, cultural, and personal lives of our numerous members. Central to this success is the part played by our dedicated team of administrators, executives and volunteers, whose expertise, enthusiasm, and can-do spirit serve to make the experiences of our young artists rewarding and memorable.

We are looking for someone with a track-record in the arts or youth work, who has a passion for youth development and seeing young people achieve and grow.

We are drawn to people who are optimistic, with a can-do attitude, embrace the team environment, and thrive in seeing artistic programmes through from start to finish.

How will you help DYT?

Reporting to the Executive Director and working alongside our Programmes & Communication Manager you as General Manager will help deliver DYT's vision by implementing a year round programme of activities for DYT's members. This programme includes a workshop programme, 6-12 plays for production, assisting with marketing, preparing funding applications, and liaising with stakeholders. You will work closely with our youth theatre members.

We are the arts! That means the role appeals to people who are flexible and adaptable and understand that at times you may have to work unsociable hours.

As this post involves working directly with young people, any offer of employment is contingent on the successful candidate being Garda vetted and receiving child protection training.

Duties and Responsibilities

Requirements of the Post

Youth drama leadership requires a special balance between artistic vision, a commitment to team approaches, and ability to communicate with young people.

Person Specification

- At least two years' experience working in an arts, youth arts or youth organisation
- Good knowledge of arts policy and youth arts policy in particular
- Good knowledge of current child protection and welfare guidelines
- Have a knowledge of relevant funding bodies / stakeholders (e.g. Dublin City Council Arts Office, the Arts Council, CDYSB)
- Be self-motivated, flexible and able to work on own initiative
- Have experience of leading teams and working in collaboration with other staff members
- Understanding of group processes; managing balance between leadership and listening; expression and discipline/respect etc.
- A kind, confident, welcoming person who is supportive of DYT's members
- Committed to anti-racism, interculturalism and working within an equality framework
- Knowledge of and literacy in theatre and drama and ongoing developments in contemporary Irish and International theatre practice
- Ability to think and act strategically as well as working with day-to-day practicalities
- Demonstrated ability and desire to support and empower young people using a non-judgmental and empathic approach to develop confidence and where relevant to overcome marginalisation or exclusion
- To be willing to work outside normal office hours, including highly flexible hours at key times such as festivals, productions, network events etc
- A great communicator – an understanding, cooperative and reassuring presence for the membership who should feel comfortable approaching the GM to discuss their opinions
- Strong organisational and administrative skills
- Strong written and verbal communication skills
- Meticulous attention to detail and an ability to complete tasks, meet deadlines and multitask across a number of projects

Implement the artistic programme and year round calendar of activities.

- The GM works closely with the Artistic Director and Programme Coordinator to deliver and implement a yearly programme of activities which includes, but is not limited to; weekly Saturday workshops, the Members One Act Festival, the Debut One Act Festival, an annual large scale production, engaging with Youth Theatre Ireland's programme of events e.g. National Festival of Youth Theatres, an annual residential workshop weekend, international exchanges, visits to professional and youth theatre productions and managing the annual membership recruitment process.

Financial Management

- Liaising with the external bookkeeper
- Preparing financial reports and budgets for funding applications and when requested by funding bodies
- Processing EFT payments to suppliers and issuing invoices to our vendors
- Preparing accounts for the annual audit and liaising with the auditors
- Ensure that relevant and adequate insurance policies are kept up to date
- Reconciliation with venues following performances

Fundraising

- Working with the executive and fundraising committee on fundraising events and initiatives
- Assisting the producers of the 24 Hour Plays: Dublin

General Administration

Supervising the part-time Programme Administrator and any interns who assist with the following:

- Act as the main point of contact for company members, and alumni members. Responsibility for responding to public contact will be shared with Programme & Communications Manager. (P&C M will be the point of contact for DYT members, parents and freelance artists & facilitators.)
- Ensure that information is disseminated in a timely fashion
- Represent DYT at meetings and conferences, where appropriate

Governance

- Acts as Data Protection contact person and ensure compliance with GDPR

Child Protection

- Ensures that all matters in relation to child protection are kept up to date
- Functions as a Welfare Officer with regard to the members on behalf of DYT both in the day to day running of the organisation and in the context of trips away

Marketing & Communications

Liaising with the Programme & Communications Manager to:

- Ensures effective communications processes and systems are in place for all members
- Maintain up to date audience databases
- Updates the DYT website with relevant information
- Develops relevant marketing & communications strategies around different elements of DYT's programme e.g Big Show, fundraising events, annual Open Day
- Maintains up to date media databases and maintain relationships with the media
- Manages DYT's social media channels with the Programme Coordinator

Building Management & Health & Safety

- Acts as the Health & Safety Officer for DYT
- Advises the Board on current Health & Safety legislation to ensure that the Health & Safety Policy is in keeping with current legislation
- Acts as the Fire Officer and will ensure that fire drills are completed and fire equipment is kept up to date

How we'll help you?

You'll be part of an organisation that backs you 100% and takes pleasure in seeing you soar. You'll experience variety and diversity by working with young people from a range of interesting backgrounds, have the support you need to implement and advance our programme of activities, and collaborate with leading theatre practitioners.

Salary €35,000 per annum pro rata
Time off in lieu and no overtime

Hours of work 20 hours per week. The post holder is expected to carry out their duties as requested. Due to the nature of the role, the post holder will need to be available to work unsociable and flexible hours. The post holder must be available to work some Saturdays from September – May due to the weekly workshop programme.

Holidays 15 days per annum

Reporting To Executive Director

How to apply: Please email your CV and a cover letter to applications@dublinyouththeatre.com by Thursday 6 March. Interview will be held The week of 10 March.

As this post involves working with/contact with young people, any offer of employment is contingent on the successful candidate being Garda vetted and receiving child protection training.

Dublin Youth Theatre is funded by The Arts Council and the City of Dublin Youth Services Board.

Dublin Youth Theatre is an equal opportunities employer.

<https://dublinyouththeatre.com/about/>