

About Dance Limerick

Our purpose is to inspire curiosity, creativity and connection through dance. We believe dance empowers and enriches us as individuals, as communities and as a society. Our ambition is for Dance Limerick to be a place for dance and a hub of creativity for our artists and for all those with whom we engage. Through dance we support artists and the public alike to be curious, to be creative and to connect with each other and to what matters in the world about us.

We develop an ambitious annual programme of professional development and public events where people can enjoy and reflect on dance and engage with our community of wonderful artists. We work with artists representing diverse practices and our aim is to place them at the centre of what we do. We nurture an active community spirit and ensure a supportive environment in the making of new work. Our ambition is to ensure that our artists are supported and that we, in some small way, contribute to their achievements. These programmes are developed by consulting widely and by working with experienced choreographers and dance artists to devise meaningful and imaginative programmes.

While we are based in the heart of Limerick city, our focus is also national and international. To this end, we collaborate regularly with Dance Ireland, Firkin Crane, Galway Dance Project and Dublin Dance Festival. We are members of the European Dance House Network (EDN), and the Aerowaves Network of dance presenters. Through these forums, we exchange practice and information with our national and international peers which allows us to contribute to both the national and international dance ecology.

Dance Limerick Studio and offices are based at 1-2 John's Square, Limerick, in the heart of the city. Directly across the square is the Dance Limerick Space (St John's Church).



Vision and Values

Our vision is of a world where dance connects people to each other and beyond borders, cultures and languages, so we see ourselves in each other.

Care: We believe in looking after people and in playing our part to make the world a better place.

Connection: We create and sustain bonds to dance and to each other, locally, nationally and internationally.

Potential: We pursue new possibilities with energy and imagination.

Creativity: This above all. We support artists and the public to explore and express their unique creativity, through dance.

Our Priorities fall into four areas as follows:

Artist & Artform Development (residencies, workshops, talks, showcasing opportunities)

Public Engagement (performances, DL Bridge, Classes and other public facing events)

Advocacy (Promotion of Dance as an Artform and of Dance Limerick)

Organisational Sustainability (Governance, Compliance and Financial Wellbeing)



Duties and Responsibilities

Dance Limerick is seeking an experienced and dynamic Programme Co-Ordinator to work closely with the Director to deliver and promote the company's activities across the areas of artist development, audience development and public participation programmes. This is an exciting role for an enthusiastic individual who wishes to work within a busy contemporary arts environment.

Administration & Co-Ordination

- Support the Director in the delivery of Dance Limerick's range of programmes and priorities outlined above.
- Manage and develop Dance Limerick's Class Programmes for young people and adults
- Take on the role of Child Protection Officer
- Maintain Dance Limerick's filing systems and archive, including filing press coverage, programmes, marketing print and digital content.
- Assist in the delivery of and attend Dance Limerick events
- Develop, implement and evaluate Audience Development Plans for each event / activity
- Monitor and document outcomes of projects, events and campaigns including media coverage, and audience/participation feedback, reporting on a quarterly basis
- Conduct research to source new audiences and to consolidate and maintain existing audiences;
- Update the image and video stock for Dance Limerick and organise filing of new images and marketing assets.

Marketing and Communication

The Project Co-Ordinator is the first point of contact with audiences and the public and with the Director will

- devise and implement marketing campaigns, identifying audiences and opportunities to engage them.
- Compile communications materials including e-zines, brochures, programmes, and press releases and manage production of printed and advertising materials. Ensure all communications materials follow design guidelines, and are produced on time and within budget
- Manage and implement Dance Limerick's GDPR policies (data protection)
- Plan, create, and update content across all social media channels and the website and monitor and respond to audience requests
- Track analytics and respond as necessary to latest developments in how social media channels are used
- Co-ordinate schedules for photographers and videographers.



Skills & Experience

- A demonstrable interest in the arts and dance and understanding of Dance Limerick's work and audiences
- Demonstrable experience of managing projects and of executing marketing plans that utilise a wide variety of media, including various digital platforms/channels
- Strong writing, editing and proofreading skills and experience of writing for a range of audiences and channels.
- Excellent communication skills - written, oral and listening. Confident with technology and the ability to learn new systems quickly.
- Problem solving skills and ability to work on own initiative.
- Excellent organisational skills and attention to detail, a self-starter – able to work to tight deadlines and manage projects both collaboratively and independently
- Ability to use Outlook, Word, Excel, PowerPoint, Canva, Wordpress and email software on a regular basis. Technical digital skills (e.g. design or film) would be beneficial but not essential (particularly if you're quick to adapt and pick up new IT packages).

All team members are expected to

- Champion and honour Dance Limerick's vision and values (you can find these on the previous pages).
- Maintain confidentiality and abide by Dance Limerick's policies and procedures.
- Follow Health and Safety rules at work.
- Follow Safeguarding rules and legislation.
- Be garda vetted
- Actively ensure Equality, Diversity and Inclusion is part of Dance Limerick's culture.
- Contribute towards Dance Limerick's fundraising goals; this may include research, advocacy and managing relationships.
- Undertake any other duties as may be reasonably required

Main Terms and Benefits

Job Title Programme Co-Ordinator

Reporting to Director

Role Full-time 3 year contract with 6 month probation period

Salary €33,000 p.a.

Annual Leave 20 days excluding public holidays. In addition, the organisation closes for 10 days over Christmas

Place of Work The principal place of work is the company's office at 1 & 2 John's Square, Limerick. There may be some flexibility for hybrid working as the programme allows

Dance Limerick is an equal opportunity employer and encourages and welcomes applications from candidates of all backgrounds.

How to Apply

To apply, please email your CV and a cover letter outlining your motivation, suitability and experience for this role, to the Director, Jenny Traynor at jenny@dancelimerick.ie. All applications will be treated with the strictest confidentiality.

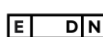
Closing Date: **Monday 9 May.**



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