



DANCE
LIMERICK

Company
& Operations
Manager

Job specification and application process



Company & Operations Manager

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Job Description

Dance Limerick (DL) is seeking applications from an experienced, motivated and detail-oriented person to assume responsibility as **Company and Operations Manager**. As part of a collaborative working culture, the Company and Operations Manager will work closely with the Director and alongside a small ambitious team. The role is offered initially as a part-time position, moving toward a future full-time role in line with the organisation's development in 2025. Dance Limerick is a collaborative, transparent work environment where ideas are welcomed, feedback is valued and innovation is encouraged. This is an exciting opportunity for someone wishing to advance their career in one of Ireland's foremost dance centres, renowned for its esteemed reputation nationally and globally.

About Dance Limerick

Dance Limerick is committed to the development & celebration of dance throughout the Mid-West region, nationally and internationally. We empower artists & communities to be curious, creative and to connect with one other and the world around us through dance.

We support artists in their professional development and throughout their practice, enabling opportunities for performance, collaboration and career development. Our passion for dance reaches into our local community, providing a wide range of opportunities for individuals of all ages to participate in and experience the value of dance. These commitments are available throughout a wide range of initiatives that include world-class performances, festivals, residencies, workshops, classes, and dance-based activities for people at all life stages.

As custodians of one of Limerick's key historical sites St, John's Church Performance space and offices, Dance Limerick plays a key role in the cultural life of the city & region. We are committed to ensuring that its superb performance & rehearsal facilities provide artists & audiences with the opportunity to develop & experience dance within a world class setting.

Job Title

Company and Operations Manager

The Role and Responsibilities

The Company and Operations Manager is a new role within the organisation and will be centrally involved in advancing Dance Limerick's mission. It is a key management role, working closely with the Director for the delivery and oversight of the day-to-day operations of Dance Limerick. The responsibilities set out below reflect the general range of duties of the Company and Operations Manager and will be subject to review from time to time in line with the ongoing development and needs of Dance Limerick.

Operations Management

- Responsible for the effective management of the day-to-day operations of the organisation, ensuring Dance Limerick operates to the highest professional standards.
- To manage correspondence and ensure compliance in collaboration with the Director with all relevant statutory and funding agencies including financial institutions, Revenue Commissioners, Company Registrations Office, Charities Regulator and Insurers.
- Manage HR including freelance contracts, payroll, schedules, holidays, and general organisational welfare.
- Manage relationships with key stakeholders, including funders and third-party suppliers.
- Support the Director in preparing board packs for Board of Directors.
- Contribute to the efficient running of the organisation by maintaining and improving IT and Data administrative systems and procedures.

Financial Management

- Develop and manage the annual budget and monitor individual project budgets with the Director and bookkeeper.
- Co-authorise expenditure against designated approved budgets.
- Collaborate with Director and team on funding submissions and manage grant draw down, record keeping and reporting to all funders.
- Manage day to day financial operations and transactions including suppliers management, invoicing, banking and payroll.
- Generate monthly/quarterly budget reports and cash-flow projections for Director and Board members.
- Liaise with bookkeeper to prepare annual audit.

Programme Management

- Work within a highly motivated team to effectively deliver the organisation's core services and projects.
- Contribute to Dance Limerick's development of strategic partnerships and projects.

- Represent Dance Limerick at festivals, events and conferences when required.
- Support the team in the implementation of projects and activities. These include: programme development tasks, public engagement and networking/communications.

Facilities Management

- Manage the facilities including overseeing schedules and bookings and nurturing relationships with all users.
- Planning and executing events or other activities, including coordinating with artists, venue renters and stakeholders.
- Manage the Risk Register and Health & Safety issues relating to infrastructure and activities.
- Ensure that spaces are configured to meet the needs of various activities and events.
- Identify capital requirements on an on-going basis and create funding applications in respect of same in collaboration with the Director.

Person Specification:

We are seeking individuals with:

- Minimum 3 years' relevant experience working in relevant arts, similar or related role (public or private) that demonstrates suitability for the role outlined.
- Demonstrable organisational, logistical and administrative skills and a proven capacity to manage competing demands with high standards.
- Demonstrable experience of financial management and competent handling of accounting and administrative systems.
- Demonstrable experiences of proactive approach to work, taking ownership of tasks and working as a team player to achieve common goals.
- Excellent communication and interpersonal skills.
- Excellent capacity for accountability, decision-making and a solutions-oriented approach.
- Excellent time management skills and personal goal setting.
- A keen interest in a developmental environment for dance / arts organisations in Ireland.
- Willingness to contribute to a work culture of continuous improvement and learning. (Supported through CPD opportunities offered by the company).

Terms & Conditions of Employment

Salary: €35,000-€41,000 range per annum, pro-rata, commensurate with skills and experience

Working hours: Based on 39 hours per week pro rata, working 3 days a week Monday-Friday. Some evenings and weekend work may be required. A TOIL system is in place.

Contract: Initial 2 year contract with a 6-month probation period from the start of contract

Location: Based at Dance Limerick Offices 1 & 2 John's Square Limerick. The role may require off site engagements in line with Dance Limerick's outreach and development activities.

- **Reporting to:** The Company and Operations Manager is a new position, working with and reporting to the Director.
- **Holiday:** 21 days annual leave pro rata in addition to statutory and public holidays. Additional Good Friday and Christmas holidays allocated at the discretion of the company.

How to apply:

Applicants are invited to submit the following documents by Tuesday 4 June 2024, 4 pm IST by email to Mary Wycherley, Director of Dance Limerick mary@dancelimerick.ie. Please use the subject title: "Company and Operations Manager" Application [Your Name]"

- A CV outlining relevant experience. No more than two pages.
- A letter of motivation, outlining how you meet the person specification and detailing the qualities and experiences you will bring to the role. No more than two pages.

Please indicate a minimum of 2 Referees in your cv. Only the Referees of shortlisted applicants will be contacted, and shortlisted applicants will be notified in advance.

Selection Process

Shortlisting for interview will take place on the basis of the information supplied in the application and based on the following criteria:

- Experience related to the job description and evidence of ability and ambition to develop a career in this role at Dance Limerick.
- Demonstration of aptitude for quality, skills and attributes listed above.

An interview panel comprising of a representative of DL Board, the DL Director, and external professional expertise will meet the shortlisted candidates for interview on Monday 10th June 2024 in Limerick.

Key Dates:

Tuesday 4 June 2024, 4 pm IST: Application Deadline

Wednesday 12 June 2024: Interview date in Limerick

Monday 8th July 2024: Employment Start date

Dance Limerick is committed to equality, diversity and inclusion across all aspects of our work. We encourage applications from all sections of the community, particularly those underrepresented in our sector. Dance Limerick is a family friendly employer.

If you are ready to take the next step in your career journey and join our team dedicated to artistic excellence and organisational rigour, we invite you to explore this exciting opportunity. If you need further assistance or advice about this opportunity, please contact the Director Mary Wycherley for an in-confidence conversation: mary@dancelimerick.ie