

**Dublin Youth Theatre**  
**General Manager Maternity Cover**  
**Job Description**



**About Dublin Youth Theatre**

*Vision Statement*

Discover Create Participate

*Mission Statement*

Dublin Youth Theatre successfully delivers quality creative experiences that promote artistic, personal and social development for young people aged 14 to 22 in Dublin.

*Artistic Statement*

Dublin Youth Theatre delivers quality artistic experiences through a full and varied drama workshop programme and the production of excellent, exciting and challenging theatre made by young people. DYT is committed to maintaining a high artistic standard in its productions and to engaging with contemporary theatre and youth theatre on a local, national and international level. DYT engages leading theatre artists and skilled, experienced youth theatre practitioners to deliver its artistic programme.

DYT places itself at the centre of cultural life in Dublin and is a permanent home for an ongoing ensemble of young theatre artists. DYT is a safe, welcoming place where members can meet other young people from all parts of Dublin in a fun, artistic and social environment.

*Inclusion Statement*

DYT is open to all young people regardless of race, ethnicity, gender, socio-economic status, national origin, sexual orientation, ability or faith.

**General Manager Purpose**

The General Manager is the public face of Dublin Youth Theatre and as the only full-time employee of an organisation run by a voluntary Board and which boasts a large membership. The GM functions as the coordinator of the whole organisation and supervises a part-time Administrator. The GM works closely with the Artistic Director to deliver and implement a year round programme of activities for DYT's members. The GM is responsible for the day-to-day management of the organisation including; child protection, general administration, day-to-day financial management, marketing, preparing funding applications, and liaising with stakeholders. The nature of the role demands flexibility and adaptability and they must enjoy working with young people. The GM is also responsible for delivering DYT's vision and is supported by a Board of Directors drawn from various cultural and business sectors.

**Duties and Responsibilities**

**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)
- Have leadership initiative
- The GM is a kind, confident, welcoming person who is supportive of DYT's members
- The GM is energetic and enthusiastically promotes the opportunities DYT provides throughout the year
- The GM is 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
- Ability to self-manage and work on own initiative
- Ideally possess an up to date first aid qualification or be prepared to train for one.

#### **Implement the artistic programme and year round calendar of activities.**

- The GM works closely with the Artistic Director 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 First Year 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**

- Overall responsibility for the financial management of DYT
- Day to day bookkeeping
- Preparing and managing annual and production budgets
- Preparing monthly financial reports for the Board
- Preparing financial reports and budgets for funding applications and when requested by funding bodies
- Processing invoices
- Bank reconciliations
- 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**

- Prepare and write funding applications e.g. Arts Council, City of Dublin Youth Service Board

- Maintain relationships with funders and actively seeks new opportunities for sponsorship, funding and fundraising aided and supported by the Board.

### **General Administration**

- Supervising the part-time Administrator who assists with the following:
- Act as the main point of contact for all stakeholders including; members, Board members, company members, parents, funding bodies, alumni members and the general public
- Deal with all queries (via telephone / email / post and social media channels)
- Maintain up to date and accurate records for all members
- Maintain up to date records for alumni members
- Ensure that information is disseminated to members and stakeholders in a timely fashion
- Represent DYT at meetings and conferences, where appropriate
- Board management, including but not limited to; scheduling meetings, preparing and disseminating board papers in a timely manner

### **Child Protection**

- The GM acts as the Designated Liaison Person for Child Protection for DYT and ensures that all matters in relation to child protection are kept up to date
- The GM advises the Board on any changes to governmental child protection policy and reviews DYT's Child Protection policy on a yearly basis
- The GM 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
- The GM is the Nominated Person for Garda Vetting and oversees the Garda Vetting process for all staff and volunteers.

### **Marketing & Communications**

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

### **Building Management & Health & Safety**

- The GM acts as the Health & Safety Officer for DYT
- The GM advises the Board on current Health & Safety legislation to ensure that the Health & Safety Policy is in keeping with current legislation

- The GM acts as the Fire Officer and will ensure that fire drills are completed and fire equipment is kept up to date
- Ensure that risk assessments are completed for DYT activities and that adequate measures are taken to reduce risks

|                      |   |
|----------------------|---|
| <b>Salary</b>        | €28,000 per annum<br>Time off in lieu and no overtime<br>Maternity Cover contract   |
| <b>Hours of work</b> | 40 hours per week with 1 hour per day for lunch break. The post holder is expected to carry out his / her 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 Saturdays from September – May due to the weekly workshop programme. |
| <b>Holidays</b>      | 23 days per annum   |
| <b>Reporting To</b>  | Chairperson, on behalf of the Dublin Youth Theatre Board of Directors   |
| <b>Apply</b>         | Please send a CV and cover letter outlining relevant experience and detailing why you're the best fit for the job to <a href="mailto:chair@dublinyouththeatre.com">chair@dublinyouththeatre.com</a> by Friday 22 November 2019 at 5pm.  |
| <b>Interviews</b>    | Prospective candidates must be available for interview on Thursday 28 or Friday 29 November 2019.   |

The successful candidate must be available to start on Tuesday 7 January 2020. 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, Dublin City Council and the City of Dublin Youth Services Board.**