



Dublin Youth Theatre - Managing Director, Maternity Cover

Dublin Youth Theatre (DYT) are looking for Maternity Cover for their Managing Director to lead the organisation and implement our year-round programme of activities.

This is a full-time position and will be offered as a specific-purpose contract to start at an agreed upon date in March 2023.

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 45 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 arts, 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 Board of Directors and working alongside our Artistic Director, you as Managing Director- Maternity Cover will help deliver DYT's vision as part of the DYT Executive 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 MD 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 MD 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 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

- Overall responsibility for the financial management of DYT
- Liaising with the external bookkeeper
- Preparing and managing annual and production budgets
- Preparing quarterly financial reports for the Board
- 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

- 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
- Assisting the producers of the 24 Hour Plays: Dublin

General Administration

- Supervising the part-time Programme Coordinator and any interns who assist 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

Governance

- Board management, including but not limited to; scheduling meetings, preparing and disseminating board papers in a timely manner
- Ensuring compliance with the Charities Regulator's Governance Code
- Filing relevant forms with the CRO and RBO
- Acts as Data Protection contact person and ensure compliance with GDPR

Child Protection

- 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
- Advises the Board on any changes to governmental child protection policy and reviews DYT's Child Protection policy on a yearly basis
- 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

- Is the Nominated Person for Garda Vetting and oversees the Garda Vetting process for all staff and volunteers with our vetting consortium through Youth Theatre Ireland

Marketing & Communications

- 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
- Ensures that risk assessments are completed for DYT activities and that adequate measures are taken to reduce risks

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
Time off in lieu and no overtime
Maternity Cover contract

Hours of work 40 hours per week with 1 hour per day for lunch break. 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 Saturdays from September – May due to the weekly workshop programme.

Holidays 23 days per annum



Reporting To Chairperson, on behalf of the Dublin Youth Theatre Board of Directors

Apply Please send a CV and cover letter outlining relevant experience and detailing why you're the best fit for the job to applications@dublinyouththeatre.com by Friday 27 January 2023 at 5pm.

Interviews Interviews will be held the week of 6 February 2023.

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.

Dublin Youth Theatre is an equal opportunities employer.

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