



Dublin Youth Theatre Executive Director

Dublin Youth Theatre (DYT) is looking for an Executive Director to lead the organisation, managing finance and administration, and supporting our year-round programme of activities.

This is a full-time position to start at an agreed upon date in July 2024.
Interviews will be held the week commencing 3rd June 2024.

Overview

DYT is one of the country's leading centres 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. Since 1977, we have helped to shape the artistic, cultural, and personal lives of our numerous members (aged 14-22). Central to this success is the part played by our dedicated team of staff, board, and 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 administration/management in arts or youth arts, who has a passion for youth development and seeing young people achieve and grow.

What is your Role?

Reporting to the Board of Directors and working alongside our Artistic Director, you as Executive Director, will help deliver the organisation's vision as part of the DYT Executive, taking responsibility for financial management, administration, and safeguarding, overseeing marketing, preparing funding applications, and liaising with stakeholders in order to support the implementation of a year round programme of activities for DYT's young members. Our annual programme includes a workshop programme and 6-12 plays for production. You will work closely with our youth theatre members.

We are an arts organisation whose programme centres around young people, many of whom are in full time education; consequently our events often fall outside of conventional working hours. The facilitation and delivery of the programme - weekend and evening workshop/rehearsals will be managed by the Artistic Director and Programme and Communications Manager with our team of freelance staff.

Within specific periods of the programme, it may be necessary for the Executive Director to align their workday with one or more of these events; attending one Saturday workshop per month, and, during production weeks, attending dress rehearsals and opening nights.

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.

Key Skills and Experience

- At least two years' experience working in an arts, youth arts or youth organisation in an administrative/managerial capacity.
- 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
- Experience of building management.
- Experience in financial management/operation of an organisation resourced by a range of income streams including public funding and donations.
- Knowledge/Experience of the statutory requirements of a registered charity.
- 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
- 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.

Financial Management

- Taking 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
- Ensuring that relevant and adequate insurance policies are kept up to date
- Agreeing box office reconciliation with venues following performances

Building Management, Health & Safety

- Managing and maintaining lease agreements and relationships with landlord, city council and service providers.
- Coordinating and overseeing any building maintenance and repairs.
- Managing and directing cleaning and security staff and activities.
- Preparing and carrying out emergency protocols and procedures.
- Maintaining a safe environment for building occupants and visitors.
- Preparing and monitoring maintenance budgets.
- Negotiating and liaising with third-party service providers.
- Conducting regular building inspections and preparing reports.
- Ensuring facilities are in compliance with applicable policies, regulations, and building codes.
- Acting as the Health & Safety Officer for DYT
- Advising the Board on current Health & Safety legislation to ensure that the Health & Safety Policy is in keeping with current legislation
- Acting as the Fire Officer and will ensure that fire drills are completed and fire equipment is kept up to date
- Ensuring that risk assessments are completed for DYT activities and that adequate measures are taken to reduce risks

Income Generation - sharing responsibility with the Artistic Director

- Preparing and writing funding applications e.g. Arts Council, City of Dublin Youth Service Board
- Maintaining 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 - Annual Fundraising Event.

Implement the artistic programme and year round calendar of activities.

- Working closely with the Artistic Director and Programme and Communications Manager to deliver and implementing 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.

Administration

- Supervising the part-time Programme and Communications Manager and any engaged interns
- Acting as the main point of contact for Board members, company members, funding bodies and alumni members. Responsibility for responding to public contact/enquiries will be shared with Programme and Communications Manager. (Programme and Communications Manager will be the point of contact for DYT members, parents and freelance artists & facilitators.)
- Ensuring that information is disseminated in a timely fashion
- Representing 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
- Acting as Data Protection contact person and ensure compliance with GDPR

Child Protection

- Acting 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
- Advising the Board on any changes to child protection legislation and sectoral best practice approaches and guidelines.
- Functioning 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

Overseeing the Programme and Communications Manager to:

- Ensuring effective communications processes and systems are in place for all members
- Maintaining up to date audience databases
- Updating 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
- Maintaining up to date media databases and maintain relationships with the media
- Managing DYT's social media channels with the Programme and Communications Manager

Our Commitment

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 €40,000 per annum pro rata
Time off in lieu and no overtime
Full Time Contract (Subject to six month probationary period)

Hours of work 40 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 flexible hours. The post holder must be available to work certain Saturdays from September – May due to the weekly workshop programme.

Holidays 15 days per annum

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

How To Apply:

Please send your CV and a Letter of application of no longer than three sides of A4 to chair@dublinyouththeatre.com no later than 5pm Friday 24th May 2024.



Additional Information:

If you have questions, or require accommodations in the application process, you may contact the above address in confidence.

DYT is an equal opportunities employer. We welcome expressions of interest from those of all backgrounds, including those who identify as BIPOC, LGBTQIA+, disabled, or from other underrepresented communities. We are committed to creating a safe and welcoming space for all young people, members and staff.

Please Note:

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.

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