



Finance & Operations Manager - Dance Ireland

Job Description and Application Process

September 2022

Dance Ireland is seeking an experienced and highly motivated Finance & Operations Manager to assume responsibility for the daily management and operations of DanceHouse, our six-studio building in Dublin 1, and to support the work of the organisation with impeccable financial management.

Who we are looking for:

We are looking for someone who can see themselves in the values of Dance Ireland, including:

- *Artist-centred*: have a good understanding of, and empathy for the needs of artists.
- *Discovery*: be curious, seek new opportunities, and be ambitious for both the organisation and the artists we serve.
- *Connection*: build and maintain positive relationships internally and externally
- *Expertise*: brings a depth and breadth of experience in managing resources, including buildings and finance.
- *Openness*: is willing to work in a generous and inclusive way, enabling anyone who wishes to engage with our organisation to access the support and resources they need.

They will have strong organisational and communication skills, be flexible, and able to prioritise workloads as well as work on their own initiative.

They will have at least 3 years' work experience in a role or roles that allowed them to develop the skills and competencies necessary to undertake the responsibilities and tasks required of the Finance & Operations Manager with confidence.

Dance Ireland is committed to a policy of equal opportunity and encourage applications from all sections of the community, particularly those underrepresented in our sector and our organisation. If you need further assistance or advice about this opportunity, please contact the Chief Executive, Sheila Creevey, in confidence: sheila.creevey@danceireland.ie or phone: 01 855 8800.

Responsibilities and tasks:

The Finance & Operations Manager reports to the Chief Executive and works closely with them and the rest of the team to support the smooth running of the organisation. The description below provides further details of the key strands of the role and the tasks involved. From time to time, there may be other duties as required by the Chief Executive.

Financial Management

- Responsibility for drafting and implementing budgets, managing income & expenditure, managing cash flow including the control and implementation of a rigorous system of checks on

all financial transactions; ensuring robust financial management strategies, and working with the Chief Executive on long-term sustainable financial planning.

- Coordination with departmental budget managers, including confirmation of contractual agreements and ensuring all agreements are sound.
- Management of payroll, supported by the Finance & Administration Officer.
- Producing quarterly management accounts, supporting the annual audit, and preparation of financial statements in collaboration with the auditor and accountant; and the preparation of financial returns as required by funding agencies and other partners, in collaboration with the CEO and Programme Producer as appropriate.
- Contribute to the development of grant applications, ensuring proposals are financially sound and as agreed by the CEO and Board of Dance Ireland. Manage financial reporting timelines for grants and awards.
- Responsible for financial reporting to the Chief Executive.
- Responsible for all reporting to the Revenue Commissioners.

Operations Management

- Ensuring the smooth day-to-day operations of the venue; including recruitment, training, and timetabling of venue staff and other sub-contractors.
- Maintaining the facilities and infrastructure of DanceHouse to an excellent standard, including negotiating contracts, liaising with, and managing sub-contractors, including cleaning, security, maintenance, communications, IT systems and others as required. This involves coordination with our landlord, Dublin City Council, as certain infrastructural items are managed through the Council Maintenance Team.
- Responsibility for maintaining pro-active Health & Safety Policy for all employees and users, ensuring Dance Ireland meets all statutory and insurance requirements. The Finance & Operations Manager is the Health & Safety Officer, the Fire Warden, and is First Aid trained (training provided where required).
- Responsible for income generation and bookings management for DanceHouse daily rehearsal rentals, 50/50 Partnership Agreements, and overseeing the evening class schedule in collaboration with the venue officers.
- Responsible for the delivery of a high level of Customer Service in DanceHouse, managing and maintaining positive relationships with our members and those renting DanceHouse.
- Ensuring appropriate staffing for the venue and Dance Ireland events, liaising with the rest of the team to support delivery. Providing cover for reception, breaks, holidays etc. as required.

Staff Recruitment and Management

- Direct responsibility for the recruitment and line management of the Administrator, Venue Officers, and contract staff.
- The Finance & Operations Manager is responsible for the development and implementation of working timetables and coordination in our online HR platform ZOHU, with reference to the Organisation of Working Time Act 1997.
- The Finance & Operations Manager will be informed by the Staff Handbook and by best practice in human resource management. They will work with the CEO to implement and update employee terms and conditions contained in the Handbook, particularly those related to venue and operations.
- With the CEO, responsible for organising and managing ongoing staff training.

Other Responsibilities

- Contribute financial and operational expertise in the development and implementation of organisational strategies, policies, and practices. Working alongside the whole team, take responsibility in ensuring Dance Ireland delivers on these strategies, policies, and practices, particularly ensuring that our strategic priorities flow through to operations.
- Assist and update the Finance Committee, attending meetings, and reporting as required.

Terms of Employment:

- The salary is €40,000 per annum.
- This is a full-time, permanent role, based at DanceHouse, Foley Street, Dublin 1. However, we are currently implementing hybrid working, with the possibility of working from home up to 2 days a week. This will be agreed in advance with the CEO and reviewed as needed by the organisation. Some evening and weekend work will be required; time off in lieu (TOIL) is offered for additional hours worked.
- There is a 6-month probation period.

How to apply:

Applicants are invited to submit:

1. A CV outlining relevant experience **AND**
2. A letter of motivation, outlining your reasons for applying, and addressing the job specifications and how you connect with the values of the organisation.

Applications should be submitted by email to Sheila Creevey, Chief Executive of Dance Ireland: sheila.creevey@danceireland.ie. Please use the subject title: "Finance & Operations Manager Application [Your Name]"

The deadline for applications is: **10am on Monday 7th November 2022**

Shortlisted applicants will be invited for interview on a date to be confirmed between 15th – 18th November. Interviews will be conducted in person at DanceHouse in Dublin.

Start date: December 2022 / January 2023

BOARD OF DIRECTORS

Dr. Orfhlaith Ní Bhriain (Chairperson) | Laura Macken Posavitz (Secretary) | Aoife Newton | Emma Morgan Favour Odusola | Heather Gallagher | Kristyn Fontanella | Laura Murphy | Marion Ryan | Robert Heaslip

Dance Ireland

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Dance Ireland is the trading name of Association of Professional Dancers in Ireland Company Limited by Guarantee.

CHY: 16193 | Registered Charity
Number: 20057817 Company
Registration No: 189346



Dublin City
Baile Átha Cliath



Supplementary Information // Finance & Operations Job Description

- This document provides summary information on Dance Ireland and the post of Finance & Operations Manager and should be read in conjunction with the job description.
- To assist you in applying for this position, we encourage prospective candidates to consult our website: www.danceireland.ie and read our [Strategy](#).
- If you wish to contact us for an informal discussion in confidence; please contact Sheila Creevey, Chief Executive who will be happy to discuss further: sheila.creevey@danceireland.ie or +353 1 855 8800.

The post of **Finance & Operations Manager** is a new role within the organisation, with key responsibility for the daily management of DanceHouse, and supporting the financial management of Dance Ireland, our programmes, and our activities.

About Dance Ireland

Dance Ireland is the trading name of the Association of Professional Dancers in Ireland CLG. We are Ireland's national dance development organisation and true to our origins, we are proud to continue to be the representative body for the professional dance community in Ireland.

OUR VISION

Is of an Ireland where dance is valued and is vibrantly, actively, and confidently part of people's lives.

OUR MISSION

To enable the development of dance as an art-form, a professional practice, and an activity of interest by:

- Expertly supporting all those working professionally in dance
- Creating enticing opportunities for participation that transcend age, ability and access
- Brokering connections between people, practices, and place in Ireland and internationally
- Inspiring confidence and encouraging curiosity about dance
- Fostering an actively engaged and informed dance community
- Being a strong voice for dance

OUR VALUES

Artist-centred: We put the dance artist at the centre of all that we do. We respond to the needs and ideas of the dance community and take the lead in advocating for and exemplifying the conditions and environment in which dance will thrive as a profession, a practice and a passion.

Discovery: Every day in our studios, people explore new ways to express themselves through dance. We encourage and champion that spirit of inquiry which seeks to learn, to grow, to try something new. By doing so, we seek to build audiences for dance, inspire confident participation and progress professional practice.

Connection: We engage at home and abroad to forge the relationships, find the opportunities and create the connections that inspire dance artists and our programme. We enable people, places,

ideas, communities, and genres of dance to come together - to ignite action, provoke thought or, simply, for fellowship and fun.

Expertise: We combine a breadth of experience and a depth of expertise with artistic insight and practical understanding. We share what we know generously and create opportunities for others to develop and share their knowledge and skills too, in and out of the studio.

Openness: We embrace all forms of dance and are for all those who love dance: professional or participant. We are open to new ideas, new ways of working and new collaborations. We aim to be honest and straightforward in all our dealings and actively seek feedback.

OUR PRIORTIES

Advocacy: To build the profile of dance and be a leading, expert voice advocating for the dance profession and the art-form.

Connection: To build and strengthen relationships that deliver on our ambitions and those of our members.

Progression: To work with dance artists at all stages of their career to support their artistic and professional development.

Innovation: To champion and facilitate the development of new work, new ideas and new ways of working.

Sustainability: To ensure our future as a well-managed, well-funded and well-governed organisation.

Our Programme

We support the work of our Members and the dance sector through artistic development opportunities, advice clinics, advocacy work, commissioning, and networking opportunities locally, nationally and internationally.

Our training and residency programmes for professional dance artists, our Youth Dance partnerships and Public Engagement programmes enable the development of dance as an art-form, as an activity to be accessed and enjoyed, as well as working to progress professional practice.

Our four programme strands are:

Professional Development: Dance Ireland's continuous Professional Development opportunities enhance the knowledge and skills of dance artists through a range of initiatives both nationally and internationally.

Artist Support: We aim to provide as many resources and supports as we can for dance artists, so they have the knowledge and power, to sustain a successful career. We put the dance artist at the centre of all that we do.

Public Engagement: Dance Ireland provides opportunities for people of all ages to engage with the work we do both in person and online through various digital initiatives.

Advocacy: Building the profile and voice of dance. Advocacy, leadership & professional development are at the heart of all that we do. We work to enhance the understanding and appreciation of dance

as an artform, to increase public engagement with dance and to boost levels of public subsidy for dance.

Dance Ireland Executive

Led by a Chief Executive, the executive is a highly skilled group of individuals with enthusiasm and a passion for dance. The team includes individuals from a variety of backgrounds and areas of expertise. As part of a small team, all staff members are actively involved in driving the ambitions of our fast-growing organisation forward.

- We engage over 80 freelance national and international dance/arts practitioners, on a contract for services basis, annually to assist us in delivering our programme.
- We engage on a contract basis all other personnel, including security, cleaning, maintenance, and IT technical support.

Board of Directors

The Board of Directors is a non-executive board. The Board comprises ten members:

Dr Orfhlaith Ní Bhriain, Chairperson
Laura Macken Posavitz, Secretary
Laura Murphy
Aoife Newton
Kristyn Fontanella
Marion Ryan
Heather Gallagher
Emma Morgan
Favour Odusola
Robert Heaslip

The Board of Directors has devised the Dance Ireland Governance Framework and is committed to maintaining the highest operating standards.

DanceHouse

Opened in 2006, DanceHouse is our venue and one strand of our work. DanceHouse is owned by Dublin City Council and licensed to Dance Ireland. Located in the heart of the north-east inner city, DanceHouse is a fully accessible building with six studios, Artists' Resource Room, artists' kitchen, reception foyer and exhibition spaces. DanceHouse is a working base for professional dance practice and a hub for the wider dance community, attracting over 30,000 repeat attendances annually.

We operate DanceHouse using a combination model, whereby we manage the resource and make available studios, for a variety of uses, including classes, rehearsals, photoshoots, filming, and presentations, for hire.

Dance Ireland also programmes our own activity in DanceHouse, including classes and workshops, national and international residencies, masterclasses, showcases, talks and related special events.

Membership

The Dance Ireland community is made up of those who are working professionally in, with and for dance in Ireland now, or readying to do so in the future. We have four types of membership categories:

- Pre-Professional

- Professional
- Organisation
- Associate

To qualify for membership, the artist must be born in, or a resident of the island of Ireland. For Organisational membership, the company or school, must be based in Ireland.

Peer Panel, Open Call/EOI and Selection Process

Dance Ireland is committed to a fair, transparent, and consistent decision-making process, including a commitment to using Open Call and EOI processes and adhering to a peer panel selection process.

Partners / Affiliations / Funders

Partnerships are a key means for us to leverage our resources, which we acknowledge is central to our continued growth and a sustainable dance sector.

Dance Ireland is a member of Theatre Forum, Theatre and Dance NI, & Create.

Dance Ireland is an active partner within the European Dance House Network (EDN). We have participated in transnational projects, including *E-Motional Bodies & Cities*, *modul-dance*, *LÉIM* (lead partner) and *Communicating Dance*. Dance Ireland Programme Producer, Louise Costelloe, was elected to the Board of EDN in 2022; and CEO Sheila Creevey represents EDN on the Board of the European Commission funded project Perform Europe.

Funding

Dance Ireland is strategically funded by the Arts Council and revenue funded client of Dublin City Council Arts Office. Other income sources are from membership fees, activities, studio rentals and cultural partners, including Culture Ireland, Creative Ireland and Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.

Equal Opportunities Employer

Dance Ireland is an equal opportunities employer. Individuals are selected on the basis of their abilities and merits to perform the tasks required. Our policy is to be fair and consistent in all aspects of our business. We recognise, respect, and value differences and diversity. We embrace equality as part of our normal way of doing things because we believe that it is the right thing to do for our staff, our Members, and our success.

It is against Dance Ireland's policy to discriminate on the grounds of gender, civil status, family status, sexual orientation, religious belief, age, disability, race, or membership of the travelling community.

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Dance Ireland is the trading name of Association of Professional Dancers in Ireland Company Limited by Guarantee.

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Number: 20057817 Company
Registration No: 189346

