

DANCE CORK FIRKIN CRANE is seeking a General Manager.

We are looking for an enthusiastic, efficient, and dedicated individual to join our team and help us fulfil Dance Cork Firkin Crane's potential to be a significant national venue for Dance.

The General Manager is a senior management role within the organisation, working closely with the Executive Artistic Director (EAD) to oversee the day-to-day management of the organisation and support the delivery of Dance Cork Firkin Crane's strategic and artistic goals and ambitions.

Key requirements

We are seeking a professional who can manage the operational functions of a mid-sized arts organisation including finance, personnel, and administration, with an approach that balances our commitment to:

- Dance artists' professional development;
- Audience development;
- Community engagement;
- Growth and sustainability.

Primary responsibilities

Financial Management:

- Overall responsibility for core income & expenditure and setting project budgets in consultation with the EAD;
- Budget management and preparation of quarterly reports;
- Financial planning and preparation of management accounts;
- Monitoring and managing cash-flow;
- Bookkeeping, audit preparation and expenditures (inc. invoices, VAT returns etc.);
- Compliance with Revenue Commissioner and CRO;
- Preparing budgets for proposals/funding applications and reports in association with EAD;
- Coordination of grant receipts, invoices to funders and clients, and payment of invoices from creditors;
- Meeting the follow-on needs of funders, monitoring and advising on compliance with terms and conditions of funding;

Administration and Human Resources:

- Engaging, contracting and monitoring performance of key contract personnel;
- CE Scheme coordination and representation
- Recruitment and management of interns and volunteers;
- Box office liaison (inc. monitoring reports);
- Supporting venue maintenance and facility enhancement in collaboration with the EAD and Technical Manager;
- Ensuring smooth day-to-day operations;
- Overseeing Jack Lynch House Management;

Governance:

- Ensuring organizational compliance with governance regulations;
- Maintaining adherence to the Charities Governance code, including regular reviews;
- Ensuring the company's risk register is regularly reviewed and kept up to date;
- Ensuring the company is adequately covered by insurance and is complying with all H&S requirements, as determined by Risk Assessment;

- Leading on the implementation and monitoring of all policies, including Child Protection, Health & Safety, Employment, Bullying and Harassment, Equality, Accessibility, and Artists Pay.

Person Specification

We are looking for a dynamic, curious, flexible, efficient, dedicated, and detail-oriented manager, with excellent organisational skills, and an ability to work independently as well as collaboratively. Dance Cork Firkin Crane is an artist-centered organisation dedicated to dance and dance artists.

Essential Skills and Experience

- Minimum of three years' experience of managing teams and budgets, and contract negotiation;
- Previous experience of bookkeeping and financial management, including budgets, cash flow, and management accounts;
- Ability and willingness to work irregular and flexible hours, including nights and weekends;
- Excellent IT and relevant computer skills;
- Excellent time and workload management skills;
- A positive, collaborative, and inclusive attitude toward work and colleagues.

Desirable Experience and Qualifications

- Previous experience and understanding of building/operations management;
- Experience working in an arts centre or within an arts environment;
- Previous experience of HR Management.

Terms of Employment

- Contract: Full-time, 3-year contract
- Reporting to the Executive Artistic Director
- Salary range: €40,000-50,000 commensurate with applicant's level of experience

To apply, please send your CV and a cover letter, plus three referees (names and contact information) to Laurie Uprichard, Executive Artistic Director, by email at laurie@firkincrane.ie

Closing date: 24th August 2025, Midnight

Interviews will take place the first week of September

Projected start date: 15 September 2025

Dance Cork Firkin Crane is an equal opportunities employer.

We are committed to creating a diverse and inclusive workplace and strongly encourage applications from individuals of all backgrounds and identities. We do not discriminate on the basis of gender, marital status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community, in accordance with the Employment Equality Acts 1998–2015.

About Dance Cork Firkin Crane

For over three decades, the Firkin Crane has been a place where dance artists, dance audiences and dance enthusiasts can create and participate in events and activities.

Now renamed as Dance Cork Firkin Crane, the organisation is a unique resource in Ireland with a stage dedicated to the presentation of dance. In addition, smaller spaces and studios are housed in a distinctive heritage building, located in the historic Shandon area on the northside of the city.

With our facilities, we provide an inclusive space for work to be developed and enjoyed through a year-round programme of residencies, professional development opportunities, studio rentals, evening & weekend community programmes, and regular dance performances.

Our mission is to promote and creatively engage in advancing dance as an artform.

We do this in three ways:

1. Supporting the development of dance as an art form in Cork and Munster;
2. Sustaining the holistic development of the dance artist;
3. Delivering the supports to artists and facilitators to bring dance to diverse communities through learning, audience development and participation opportunities.

Pillars of Activity:

Artform: Contemporary Dance Practice Development.

Artist: Dance Artist Development.

Audience: Dance Audience Development and Participation.

For programme overview see www.dancecorkfirkincrane.ie