

Job Description

Job Title Company Manager

Line Manager Artistic Director/CEO

Responsible for freelance staff, contractors, interns and volunteers.

Terms of contract 3 days a week

10am – 6pm Monday to Friday (working days to be agreed).

Please note, periodic evening and weekend work will be required.

No overtime is paid; IMDT operates a time off in lieu (TOIL) policy.

Start Date Immediate or as soon as possible.

Work permit Applicants must be permitted to work in Ireland and hold a relevant work permit.

Probation The post has a six-month probationary period.

Location 2 Curved Street, Temple Bar, Dublin D02 PC43.

There is the possibility of periodically working from home. This will be agreed in advance with the Artistic Director and reviewed as needed by the company's work programme.

Equal Opportunities Employer

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

Role Overview

IMDT is looking to appoint an ambitious and self-motivated Company Manager to manage and be responsible for the company's administrative functions, enabling Irish Modern Dance Theatre to fulfil its aims, policies and intentions of its strategy: *Pioneering Transformative Dance*.

The Company Manager will work closely with the Artistic Director, overseeing operations, tour management and partner development. Being the central point for contracts, financial planning, and reporting, the Company Manager working in collaboration with the Artistic Director and team, supports all our cultural initiatives.

Essential Experience/Skills

Experience of financial management, including large scale budgets, cash flow, management accounts and contract negotiation;

Flexibility to travel occasionally and work irregular hours, including evenings and weekends as the work programme requires;

Excellent IT and computer skills;

Excellent time and workload management skills;

Resilience to work alone and the resourcefulness to build your network of contacts with the experience to advise and guide you;

Experience of stakeholder engagement and managing relationships;

Experience of working in an arts organisation.

Responsibilities will include:

Relationship management with funding bodies, including the Arts Council, Culture Ireland, Dublin City Council, and Creative Ireland among others;

Drafting funding and grant applications (local, national and international);

Day to day financial management (working in collaboration with the Financial Manager) including cash-flow, invoicing, overseeing project budgets and drafting management accounts;

Contracts and hiring – artists, technicians and other employees;

Legal documentation, including national and international work permits;

Maintain relationship with Irish dance & arts partner organisations, some of our key partners include Dance Ireland, Dublin Dance Festival, Performing Arts Forum, Dublin Fringe, LD Dance Trust/Shawbrook, Dance Cork Firkin Crane, Dance Limerick and Irish World Academy/UL.