

General Manager Role Specification

Position Title	General Manager
Reports to	Artistic Director
Location	Remote working, occasional meetings Dublin City area
Remuneration	€40,000 – per annum, pro rata. Part Time, 2,5 days, 20 hours per week. €20,000 for part time 2.5 days per week
Contract Period	May 2025 – May 2026 (1 Year, Part-time)

The **Dublin Youth Dance Company (DYDC)** is seeking a General Manager to oversee strategic funding relationships, corporate governance, and policy development. The General Manager will manage key partnerships with funders, coordinate Board subcommittee activities, and support the implementation of the company's strategic plan. They will ensure compliance with legal and regulatory obligations while providing administrative support to the Board and Company Secretary. The role requires 20 hours per week with flexible scheduling, including occasional evenings and weekends for performances and meetings. Reporting to the Artistic Director/CEO, this position offers a one-year contract with remote work flexibility and opportunities to drive organizational growth within Ireland's youth arts sector.

Key Areas of Responsibility:

1. Funding and Partnerships:

- Manage DYDC's strategic funding relationships with the Arts Council, Local Authorities, and other funders.
- Liaise with Business to Arts, Dance House, and other performance venues.
- Collaborate with the Artistic Director to identify and secure new funding opportunities.

2. Strategy and Policy:

- Act as Convenor and Secretary to the DYDC Board Strategy and Policy Subcommittee.
- Develop a 2025 work plan for the Policy Subcommittee, including:
 - Conducting a full policy audit and creating a policy register with a traffic light system.
 - Reviewing and revising policies to ensure alignment with organizational goals.
 - Drafting summary versions of policies for stakeholders.
- Advise on policy implementation for the annual plan (2025) under the Strategy 'A Time To Grow'.
- Coordinate the mid-term review of the Strategy, including organizing board meetings and liaising with consultants if needed.
- Redraft the Strategy Plan as necessary and develop the implementation plan for 2026–2027.

3. Corporate Governance:

- Provide administrative support to the Board, Company Secretary, and Subcommittees.
- Ensure compliance with legal obligations, including filings with the Companies Registration Office, Charities Regulatory Authority and Revenue.
- Support the Board in upholding the company's Constitution and Governance Code.
- Assist the Company Secretary in maintaining accurate Board minutes and records.

Person Specification:

Essential Criteria

- A third-level qualification or equivalent senior management experience
- Minimum of five years' management experience in the Irish arts/cultural sector
- Proven experience working with charities and regulatory agencies
- Strong knowledge of youth arts (dance, music, theatre), arts education, and cultural policy

Attributes

- Ability to work effectively as part of a team.
- Excellent organizational, planning, and attention-to-detail skills.
- Strong interpersonal, communication, writing, and influencing abilities
- An enthusiastic approach to work

Application Process:

Applicants should submit the following by email to dydcrecruitment@gmail.com by **12pm on Friday 14th March 2025**. **Applications should be submitted by email only.**

- A detailed CV outlining relevant experience.
- A cover letter explaining your interest in the role.

Interviews will be held on the 27th or the 28th March 2025.

Preferred start date beginning of May 2025.

Confidentiality: All applications and interviews will be handled with strict confidentiality.

N.B. This job description outlines the primary duties and expectations for the General Manager role at DYDC. It may be subject to change to meet the evolving needs of the company.