

Operations & Finance Manager Job Specification

Context

Dublin Dance Festival (DDF) brings artists, audiences and communities together to create and share exceptional dance experiences. We offer performance and engagement opportunities year-round for the widest possible audience, culminating in an annual festival each May. We showcase the best Irish and international dance and act as a vital platform for artists and the creation of new work.

DDF has a collaborative and agile organisational culture which supports a small, dedicated team to realise the organisation's vision. The Operations and Finance Manager is an anchor role, leading efficient work processes between all areas of the organisation to ensure the smooth running of the organisation.

Core responsibilities

Operations

Year-Round

- Responsible for the effective management of the day-to-day operations of the organisation, ensuring DDF operates to the highest professional standards
- Manage effective office systems, administration, IT, office equipment and supplies, telephone and email enquiries, post, filing etc.
- Manage correspondence and ensure compliance with all relevant statutory and funding agencies including the bank, Revenue Commissions, Company Registrations Office, Insurance
- Manage risk and scenario planning with the Executive Director
- Manage relationships with key stakeholders, including funders and third-party suppliers

- Support implementation of projects and activities, for example, residency programmes, advocacy and networking and audience engagement events
- Support funding applications and bids, working with the wider team
- Support the Executive Director in preparing reports and information for the Board of Directors

Festival

- Lead on contracting of Festival artists, venues and third-party suppliers
- Prepare Festival information and itineraries for Festival team and incoming artists
- Oversee travel, accommodation, visa and accreditation requirements
- Manage artist liaison services and hospitality
- Manage and report on box office income and venue reconciliations
- Manage recruitment and induction of internships
- Support volunteer induction/recruitment
- Support box office set up

Finance

- Develop and manage the annual budget with the Executive Director & Artistic Director
- Produce monthly/quarterly budget reports and financial forecasts
- Manage the day-to-day financial operations and transactions including but not limited to payroll, EE/ER expenses, purchase and sales ledgers, account reconciliations, banking and cash management, petty cash, box office reconciliations
- Ensure robust financial management planning, strategies and checks
- Prepare budgets for funding applications and reports to the Arts Council, Big Pulse Dance Alliance (a Creative Europe partnership) and other funders
- Oversee financial processes and accounting and payroll software packages
- Submit all mandatory returns to Revenue Online Services (CER returns, VAT etc)
- Liaise with auditors to produce year-end statutory accounts

Experience, Skills and Competencies

Essential

- Minimum 3 years' experience in a similar or related role
- Excellent financial management and bookkeeping skills including resource management and managing finite financial budgets
- Excellent planning, organisational and administration skills
- A proven ability to schedule and prioritise multiple tasks, competing demands and tight deadlines while maintaining high standards and good working relationships
- Excellent capacity for accountability and decision making
- Proven experience of working with multiple stakeholders
- Excellent communications and interpersonal skills
- Proficiency in English (verbal and written) as the working language of the Festival

Desirable

- Experience of Arts Council of Ireland and Creative Europe Funding applications and reporting

Salary

€36,000 - €41,000 pro rata depending on experience

The role is based on a 10-month contract over a 12-month period.

Reports to

Executive Director

Location

This role is based at Dublin Dance Festival office, Festival House, East Essex Street, Dublin 2.

Working Hours

This post is based on 40 hours per week pro rata. The role will involve working irregular and flexible hours.

To Apply

Please apply to recruitment@dublindancefestival.ie, forwarding

- A letter of application (maximum 3 pages). Outline how you meet the person specification detailing the qualities and experience you will bring to the role.
- Your CV, including the contact details of two referees.

The deadline for applications is 5:00pm, Wed 4 May.

Dublin Dance Festival is committed to equality, diversity and inclusion across all aspects of our work. We are a family friendly employer and we welcome applications from individuals who are underrepresented in the cultural sector.

dublindancefestival.ie