



ADMINISTRATOR | MATERNITY COVER

JOB DESCRIPTION

ADMINISTRATOR (MATERNITY COVER)

Reporting to the Executive Producer, the position of Administrator (Maternity Cover) is a full time, fixed term role with CoisCéim Dance Theatre. It is a core position with autonomy in various administrative areas.

ROLE

The role of the Administrator (Maternity Cover) is as follows:

- to ensure the efficient day-to-day operation and administration of CoisCéim's office, studio and Broadreach activities in a friendly and open manner.
- to implement existing audience development and digital marketing strategies.
- to assist the Executive Producer in relation to financial management and reporting, performance projects and other areas to ensure the smooth running of the organisation.
- to assist the Artistic Director in the achieving the aims and objectives of the Company.

KEY RESPONSIBILITIES

1 OFFICE & BUILDING ADMINISTRATION

This includes but is not limited to being the first point of contact for the Company, answering enquiries on the telephone, by email and by post; Maintaining the office building, services, supplies and equipment in a cost effective manner in accordance with current health and safety legislation; Maintaining the office filing system and info@coisceim.com email address in an orderly fashion; Being the point of contact for the Company's archive; Being responsible for the Company's computer network – hardware and software, and liaising with the Company's freelance IT consultant in dealing with problems that arise.

2 FINANCIAL ADMINISTRATION & REPORTING

This includes but is not limited to being responsible for accounts payable, receivable, ensuring cash for sales is correctly received and banked, managing petty cash and supervising the company's Quickbooks Bookkeeper. The Administrator is responsible for coordinating wage and tax payments with CoisCéim's payroll specialist, will assist with production audits, and is responsible for providing accurate financial information as and when requested by the Executive Producer to ensure that the Financial Reporting requirements to the Board and other stakeholders are efficient and precise.

3 ADULT EVENING CLASSES

To be responsible for the smooth running, administration and promotion of CoisCéim's classes to the wider public which includes but is not limited to processing bookings,



coordinating teachers as defined by the Broadreach Director, recording and responsibility for the overall financial management of this strand of the Company's activity.

- 4 **STUDIO SCHEDULING & STUDIO + EQUIPMENT HIRES**
To be responsible for equipment hires and the studio calendar, optimizing income while at the same time making sure that all performance rehearsal, development and Broadreach activities can be conducted smoothly and in accordance with the company ethos. To be responsible for the invoicing and banking of sums in relation to studio and equipment hires in a timely fashion.
- 5 **AUDIENCE DEVELOPMENT**
This includes but is not limited to maintaining the company's website, mailing lists and database; designing and coordinating mail-outs including company e-newsletters; creation and distribution of publicity material (both digital and print ephemera); recording and filing press coverage; audience research and surveys; implementation of digital marketing, social media and advertising strategies as defined by the Executive Producer; and assistance related to PR and the company's freelance publicists.
- 6 **ASSISTANT TO EXECUTIVE PRODUCER**
To provide assistance to the Executive Producer to ensure the smooth running of the organization, which includes but is not limited to assistance in relation to the submission of funding applications and reporting; assistance in relation to Board; governance and company secretarial matters including CRA, ICTR, Governance Code and other legislative and compliance issues; administrative assistance in relation to the company's philanthropy programme including Angels & Devils; and other administrative assistance as and when required.
- 7 **PRODUCTION ADMINISTRATION ASSISTANCE**
To assist the Executive Producer of CoisCéim and Line Producers on the co-productions INVITATION TO A JOURNEY and THESE ROOMS as and when required.
- 8 **BROADREACH ADMINISTRATION SUPPORT**
In consultation with the Executive Producer, to provide administrative and production support to the Broadreach Director as and when required.

EXPERIENCE, SALARY & CONDITIONS

This position requires a minimum of 4 years arts administration experience. Salary will be commensurate with experience and holidays will accrue in line with statutory requirements. It is a fixed term position of 6-9 months for the purpose of maternity cover.



ABOUT COISCÉIM DANCE THEATRE

CoisCéim Dance Theatre is one of Ireland's leading dance companies. For over 20 years, with the support of the Arts Council, the company has presented work of the highest quality to audiences large and small, onstage and on film throughout Ireland and overseas. Its work has been included in many prestigious series and festivals including Jacob's Pillow Dance Festival and Peak Performances in USA, the Venice Biennale and the Brighton Festival. Artistic Director David Bolger has been lauded for his creativity and choreography on stage and on film. He is the recipient of numerous awards and is a member of Aosdana. In 2016, CoisCéim will present two major new works, INVITATION TO A JOURNEY, a creative co-production inspired by designer Eileen Gray, with Crash Ensemble and Fishamble: The New Play company, and THESE ROOMS a collaboration with ANU as part of ART:2016, the Arts Council's programme for Ireland2016. A revival of THE WOLF AND PETER by David Bolger is also planned at the end of the year.

The company also conducts a wide ranging participation and engagement programme through BROADREACH. Established in 2006, BROADREACH is founded on the principle that dance is a performing art. Its activities are pioneering, targeting all sections of the population in an exciting and innovative manner to create a genuine curiosity in dance. Every year, BROADREACH touches the lives of thousands of people, through classes, workshops, residencies and dance performance participation projects.