

Communications and Public Engagement Manager

Liz Roche Company wishes to expand its team and is now seeking to recruit an experienced arts professional to take over its Public Engagement drive

30 hours per week

Beginning Feb 2022

Liz Roche Company has been presenting evocative and compelling contemporary dance on Irish and International stages for over 20 years. Established in 1999, the Dublin based company presents the works of choreographer Liz Roche in collaboration with dancers and designers of the highest calibre. The company has produced over 30 original productions, touring throughout Ireland and further afield in the UK, Germany, France, USA and China. Currently Company-in-residence at the Irish World Academy, UL, the company also delivers a diverse programme of professional and art form development activities.

Liz Roche Company is in a phase of strategic development having recently produced a 5 year strategic plan which focuses on four key strategic goals for the period 2021-25.

Our aims are to:

CREATE work of the highest artistic calibre, to produce and deliver to the highest possible standard of technical excellence and to DISSEMINATE this work to the widest possible audience base, both in Ireland and internationally.

NURTURE raw talent and build professional capacity within Ireland's dance sector, enabling us to work with the very best of Ireland-based dancers, producers and technicians in developing and producing our work.

INVESTIGATE artistic methodologies and practices, to STIMULATE a new generation of dance audiences in Ireland and to INNOVATE through artform development, researching, and active archiving of our work.

Establish a greater sense of STABILITY and SUSTAINABILITY by securing a long-term, multi-purpose studio/performance space, and by engaging and sustaining a core company of dancers.

This 5-year strategic plan subsequently initiated a new marketing strategy and we are working on a new fundraising plan and a Public Engagement plan. We are a small, dynamic team and creativity, collaboration and wellbeing are at the heart of what we do.

We are looking for an experienced, motivated and creative individual, with excellent communications and administration skills, fundraising experience and with an ability to work under pressure and within tight deadlines. A positive attitude and a willingness to get involved in all tasks is essential.

This is an opportunity to work as part of a dynamic and ambitious team at an exciting time of growth for the company and for the dance sector.

Liz Roche Company is developing a hybrid working policy which envisages a part – home/part - office working environment.

Purpose of the role:

Support the Artistic Director, Company Manager and board to raise the company's profile and increase audience numbers and engagement.

To be a key member of the support team to deliver contemporary dance of the highest calibre.

To deliver top class, cohesive communications to diversify the company's audience and increase its reach.

To support the team and board in the company's fundraising activities.

Key tasks and responsibilities

Strategic Communications

- To seek to expand and diversify the Company's audience
- To work closely with our partners on delivering outreach and artform development programmes.
- To work closely with our presenting partners to deliver their marketing and PR requirements.
- To write and sign off copy for all marketing materials including press releases, flyers, posters, website content, blogs and newsletters with a view to raising Liz Roche Company's profile domestically and internationally.
- To work closely with our videographers, photographers and social media supervisor to produce top class content for digital distribution
- To work with the team and our contracted designers to plan and implement a new bespoke website.

Fundraising

- To work with the board and team on developing and implementing our fundraising strategy.
 - To run and expand the company's Friend's scheme and other fundraising activities
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The Ideal Candidate will have:

- A minimum of 3 years' experience working in a similar organisation
- A demonstrable track record in communications.
- Experience in delivering Public Engagement projects
- Experience in fundraising

- Excellent on-line communications knowledge and experience across website content management, SEO, email clients (Mailchimp or similar)
- An understanding and working knowledge of the arts & culture sectors with a knowledge and interest in contemporary dance a distinct advantage.
- Excellent communication and interpersonal skills
- Should have the resources to work remotely while Covid-19 restrictions are in place.

Skills:

- Ability to think strategically and translate into effective action plans.
- Strong written, editorial, and verbal communication skills.
- Excellent IT skills, with a high level of proficiency in MS Office essential and experience with design or video and photo editing software

Personal Attributes

- Positive, energetic, and committed to the particular ethos, values, and ambition of Liz Roche Company. See <https://lizrochecompany.com/us/>
- Ability to multi-task, prioritise competing demands and meet deadlines.
- Someone who takes ownership and responsibility for their work and works well in a small team.
- Someone with enthusiasm who enjoys the challenges of working in a complex arts environment.

Terms

The Communications and Public Engagement Manager is a Part-time role (30 hours per week) working mainly Monday-Friday, however some very occasional weekend and evening work will be required.

With the right candidate we would be open to discussing flexible working options.

This is initially a 12-month contract with a 6 month probationary period.

The role is primarily based at the company's office in Dame St. but a hybrid working plan is in place to incorporate some home-based work if desired (and while restrictions are in place).

How to apply

Please send CV with letter of application outlining all relevant qualifications, skills and experience and including your motivations for applying to moyra@lizrochecompany.com

Interviews will be held on zoom in January.

Salary

€28,000 (based on a 4 day week €35,000 pro rata)

Closing Date: 5pm, January 19th 2022.