

**Dublin Youth Theatre**  
**Programme Coordinator (Part-Time)**



Dublin Youth Theatre (DYT) is the country's leading centre for young theatre artists, providing a safe and welcoming place where members can meet other young people from all parts of Dublin in a fun, artistic and social environment. For 45 years, we have helped to shape the artistic, cultural, and personal lives of our numerous members. Central to this success is the part played by our dedicated team of administrators, executives and volunteers, whose expertise, enthusiasm, and can-do spirit serve to make the experiences of our young artists rewarding and memorable.

We are seeking to add to our team through the appointment of a Programme Coordinator to play a central role in the implementation of our year round programme of activities. You may be someone with a recent relevant qualification or with a track-record in the arts, youth arts or a youth organisation. You should be someone who has a passion for youth development and seeing young people achieve and grow and you may be someone with proven qualities that you feel we can benefit from.

We are drawn to people who lean towards optimism, are can-do, embrace the team environment, and thrive in seeing artistic programmes through from start to finish.

**How you will help DYT**

Reporting to our General Manager, the Programme Coordinator will help deliver DYT's vision and implement a year round programme of activities for DYT's members. This will include the day-to-day management of the organisation including; child protection, general administration, marketing, preparing funding applications, and liaising with stakeholders. You will liaise with our voluntary Board and work closely with our Artistic Director and youth theatre members. We are the arts! That means the role appeals to people who are flexible and adaptable and understand that at times you may have to work unsociable hours.

*As this post involves working with/contact with young people, any offer of employment is contingent on the successful candidate being Garda vetted and receiving child protection training.*

**Specification**

Essential:

- Experience or qualification in working in an arts, youth arts or youth organisation
- A can-do, optimistic, solution-oriented person who is supportive of DYT's members
- Attention to detail and an ability to fully complete tasks, meet deadlines and multitask
- Will energetically enthusiastically promote the opportunities DYT provides throughout the year
- Strong organisational and administrative skills
- Strong written and verbal communication skills
- Ability to self-manage and work on own initiative
- Experience with Microsoft Office Suite, Google Drive, etc.

#### Desirable

- Knowledge or interest in fundraising, PR or marketing
- Knowledge or interest of managing social media for an organisation
- Possession of an up to date first aid qualification
- Familiarity with arts policy and youth arts policy in particular
- Knowledge of current child protection and welfare guidelines
- A knowledge of relevant funding bodies / stakeholders (e.g. Dublin City Council Arts Office, the Arts Council)

### **Duties and Responsibilities**

#### Implementation of Artistic Programme and Activities

- The Programme Coordinator will work closely with the GM and Artistic Director to deliver a yearly programme of activities including, but not limited to; weekly Saturday workshops, two one-act festivals, an annual large scale production, engaging with Youth Theatre Ireland's programme of events, an annual residential workshop weekend, international exchanges, visits to professional and youth theatre productions and managing the annual member recruitment process.

#### General Administration

- Act as a point of contact for all stakeholders, dealing with queries via telephone / email / post and social media channels
- Assisting GM to maintain up to date and accurate records for all stakeholders
- Represent DYT at meetings and conferences, where appropriate

#### Marketing & Communications

- Assisting GM to ensure an effective communications process with all members
- Overseeing DYT's Social Media presence and updating the DYT website with relevant information
- Maintain up to date audience, member and sponsor databases
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## Financial Management

- Processing cash lodgments and payments
- Maintaining petty cash log

## Fundraising

- Assisting GM to prepare and write funding applications e.g. Arts Council
- Maintain relationships with funders and actively seeks new opportunities for sponsorship, funding and fundraising aided and supported by the Board.

## Child Protection

- Assisting Child Protection Officer to ensure that all child protection policies are kept up to date
- Functioning as a Welfare Officer with regard to the members on behalf of DYT both in the day to day running of the organisation and in the context of trips away

## Building Management & Health & Safety

- Assisting GM to ensure that risk assessments are completed for DYT activities to reduce risks
- Completing relevant training e.g. Covid safety course
- Acting as Covid Compliance Officer for DYT

## How we'll help you

For you, you'll want to know what being part of DYT means professionally and personally. You'll be part of an organisation that backs you 100% and takes pleasure in seeing your career trajectory soar. You'll hone and develop skills, experience variety and diversity by working with young people from a range of interesting backgrounds, have the support you need to implement and advance our programme of activities, and work alongside interesting, fun people.

Our benefits package for this 30 hours per week role includes an annual salary of €18,750 (equates to €25,000 on a full-time basis), 15 days holiday per year and you have Christmas off without being included in your annual leave.

**Salary** €18,750 per annum  
1 year fixed term contract with a 2 month probationary period

**Hours of work** 30 hours per week. The post holder will be expected to carry out any reasonable duties as requested and be available to work unsociable and flexible hours (evenings and weekends when needed to facilitate the artistic programme).

**Holidays** 15 days per annum in addition to office closure at Christmas

**Reporting To**                    General Manager

**Apply**                            Please send your CV and a cover letter outlining any relevant experience and detailing why you are the best fit for the job to [applications@dublinyouththeatre.com](mailto:applications@dublinyouththeatre.com)

**Application Deadline**    5pm on Monday June 27th 2022 . Interviews will be held week of July 4th.

**Dublin Youth Theatre is funded by The Arts Council, Dublin City Council and the City of Dublin Youth Services Board.**

[About DYT : Dublin Youth Theatre](#)