



Theatre and Dance NI is the support agency for theatre and dance in Northern Ireland. The organisation is the product of a successful merger of Theatre NI and Dance Resource Base in 2020.

**Our primary objectives are:**

- to connect, develop, represent and champion the theatre, dance and performing arts sector
- to support and champion all our members, and
- to work with our partners to advocate for a thriving theatre, dance and performing arts ecology in NI and beyond.

This is a unique opportunity for the successful candidate to bring expertise, knowledge, leadership and industry skills to a small but thriving organisation who are in an exciting stage of transition and growth. The successful candidates work will have a direct effect on the achievement of the company's vision and strategy.

Theatre and Dance NI are committed to having an inclusive workforce and encourage applications from people who are currently unrepresented in the cultural sector.

**Location:** Theatre and Dance NI  
Crescent Arts Centre  
2-4 University Road  
Belfast  
BT7 1NH

Travel in Northern Ireland, Republic of Ireland and other parts of UK/Europe may be required.

**Please note all staff are currently working from home due to the ongoing Covid-19 restrictions and guidelines.**

**Working Hours:** Full-time (37.5 hours per week)

Company office hours usually 9.00am – 5.30pm; hours of work can be agreed.

There will be occasional requirement to work early mornings, evenings and weekends.

**Salary:** Salary in the region of £28,000 - £30,000 (plus 3% pension contribution) per annum, depending on experience.

**Condition:** A probationary period of 6 months will apply. Continuation of contract will be funding dependent.

**Expenses:** Relevant work expenses will be reimbursed by prior agreement (where reasonably incurred and properly documented). Approved mileage reimbursement for work-related travel by monthly claim.

**Leave:** 25 days annual leave pro rata plus Bank Holidays. Toil will be agreed by negotiation for work over and above agreed hours.

## **Company Information**

Theatre and Dance NI (TDNI) is the member driven representative body and resource organisation which works to advance, support and develop theatre and dance for all in Northern Ireland.

We are dedicated to supporting and developing theatre and dance as a force for change, enriching people's lives and communities and placing artform and practice at the centre of civic and cultural life. Our vision is one where theatre and dance are exceptional: of and from Northern Ireland, its people, their engagement, and practice. It will be a diverse, inclusive, and fair; strongly ambitious, professional; collaborative, well-connected and supported sector; which is valued and accepted as a key contributor to creating and sustaining a vibrant, healthy society.

We achieve our aims through artist and company professional skills development, partnership working, a programme of bursaries, training, residencies and delivery of major sector initiatives and events including the Edinburgh Fringe 'Spotlight on Theatre and Dance' from Northern Ireland, Catalyst Dance Festival and Youth & Dance Theatre initiatives. At our core is dedicated support to our members through our Membership Assistance Programme, which provides essential confidential counselling and wellbeing support services.

**Our strategic objectives** for 2021/22 will focus on four key aims: **Lead; Connect; Develop** and **Advocate**. Our priorities will be to strengthen our organisational base to enable us to generate greater impact across the whole sector – creating the right environment to ensure artists, practitioners and creators have the best support available to grow and thrive. Our programme delivery will be a flexible hybrid model as we continue to operate and adhere to Covid-19 restrictions and guidelines.

Programme outcomes will inform the longer-term strategic direction of Theatre and Dance NI strongly aligned to a flexible Strategic Plan to be developed in consultation with the board, members, and major stakeholders in 2021/22.

### **Membership**

Theatre and Dance NI's membership includes individual theatre and dance artists and practitioners as well as youth drama groups, freelancers, producing theatre and performing arts companies, venues, festivals and arts centres, and other associates. Further information on the organisation can be found on the company website – [www.theatreanddancenl.org](http://www.theatreanddancenl.org)

Theatre and Dance NI is core funded by the Arts Council of Northern Ireland and all posts are subject to the continuation of funding.

Theatre and Dance NI Charity No. NIC105810.

Company limited by guarantee NI071673.



## Job Description

### DEPUTY DIRECTOR

#### Key Responsibilities

- Responsible to: Executive Director of Theatre and Dance NI
- Responsible for: Currently 1 x permanent (Project Development Officer); 2 x freelance (Marketing and Communications Officer, Finance Officer) and 2 volunteers (Intern, Volunteer). This will vary throughout the year.

#### Overview of the post

The Deputy Director will lead on the smooth running of Theatre and Dance NI. They will work closely with the Executive Director on strategy, business plans and fundraising as well as being the main point of contact for dance and theatre members. The Deputy Director will take a lead on the strategy for any dance-specific training and projects.

#### Strategy and Advocacy

- Work with the Executive Director and Board to develop and deliver company strategies, business plans, fundraising and a variety of other plans and strategies as necessary
- Support the Executive Director to advocate for dance and theatre at local, regional, and national level
- Pursue and develop strategic partnerships including strategic dance partnerships
- Maintain and develop relationships with members and the theatre and dance sector
- Take a lead in developing the strategy for dance-specific training and projects
- Be the voice for the membership and support the Executive Director in promoting the value and impact of the sector
- Work with the Executive Director to develop and undertake joint projects

#### Organisational Management

- Servicing the Board of Directors and Sub-Committees, including reporting and minute-taking
- Staff and Volunteer Management, to include leading on management of all freelance contractors
- Develop and oversee adherence to all company policies and procedures
- Manage and oversee all compliance, contract, and legal issues for the organisation (e.g., Insurance, Companies House and Charity Commission compliance)
- Managing HR systems and processes

#### Fundraising

- Work with the Executive Director on the delivery of income generation across a range of income sources – grants, service provision and membership
- Work with the Executive Director and team in the drafting and submitting of all grant applications, monitoring all activity and reporting to funders

#### Finance & Administration

- Work with the Executive Director to develop and manage all organisation and project budgets
- Oversee financial systems, procedures and record keeping
- Oversee timely submission of audited accounts
- Oversee organisation, project management and administration
- Undertake Company Secretarial tasks including reporting to statutory agencies

#### Communications / Information Services

- Engage with members (e.g., networking events, platforms)
- Ensure membership views are adequately represented in internal and external communications (e.g., consultations, press releases, public messaging)
- Manage delivery of organisational and project PR, marketing and communications to include e-bulletin, website, social media channels

### **Facilities Development**

- Work to ensure theatre and dance artists have supported access to facilities at the Crescent Arts Centre (e.g., maintaining member rates)
- Work with Crescent Arts Centre and other venues to develop access for theatre and dance practitioners to facilities
- Manage and oversee all issues relating to offices including the hiring of TDNI equipment and facilities

### **Programme Delivery**

- Manage delivery of ongoing support services for TDNI members
- Oversee skills development programme (training, workshops, practitioners, specialist skills development events)
- Develop partnership working for programme delivery
- Develop Dance & Theatre Bursaries (career and skills development)
- Assist with major event delivery to include Edinburgh Fringe 'Spotlight on Theatre & Dance', Catalyst Dance Festival, APAC/IETM/Youth Theatre & Dance Initiatives)

### **General**

- Undertake any other appropriate duties which may reasonably be allocated from time to time
- Work at all times within the wording and spirit of the policies and procedures set out in the Staff Handbook
- Adherence to TDNI's commitment to action on climate change initiatives to include the Green Arts Collective

## **Person Specification**

This section outlines the experience, knowledge, skills, and attributes we require for this role. We will use these criteria to shortlist applicants for interview. Theatre and Dance NI seeks the optimum candidate who can best meet all Essential skills and most closely demonstrate the Desirable skills.

### **Essential Criteria**

- Minimum of three years' experience of working as part of a management team at senior level, including operational, project management experience, and contribution to the development and delivery of a strategic plan
- 3<sup>rd</sup> level degree or equivalent\*
- Experience of managing staff, volunteers and contractors including implementing & review of organisational HR e.g. Employment, Diversity, Health & Safety and Risk policies
- Experience in the design and management of significant projects and budgets
- A proven track record of income generation and fundraising including writing, submitting, and reporting on funding applications to government departments and agencies, trusts/foundations and/or other funding sources
- Excellent presentation, communication and interpersonal skills with a track record of being an effective communicator in a range of settings
- A proven track record of creating and maintaining good relationships with a wide range of stakeholders
- Understanding of, and commitment to, equal opportunities, inclusion, and diversity
- Evidence of ability to multi-task and work to deadlines

- Knowledge and understanding of charity governance including regulatory frameworks
- Experience of impact practice, monitoring and evaluation frameworks
- A high level of computer literacy and familiarity with standard office software packages (e.g., Microsoft office)

### **Desirable Criteria**

- Demonstrable knowledge of the theatre and dance industry in NI, the UK, Ireland & internationally
- Experience of negotiating within partnerships and establishing collaborative relationships
- Experience of working within the Arts & Cultural Sector
- Evidence of supporting the needs of a varied and diverse membership
- An understanding of the culture of performance practice and of performing artists needs
- Ability to work flexibly when required
- Access to a car for work purposes and a full driving licence

### **Personal Attributes**

- Proven ability to work independently, to lead and work within a team
- The ability to think and act strategically, developing practical and creative solutions
- Excellent analytical skills and financial awareness
- A willingness to learn and develop
- Ability to manage own workload with minimal supervision
- Good time keeping and attendance
- Ability to challenge negativity and discriminatory behaviours
- Ability to troubleshoot and solve problems creatively

\*if a candidate does not have a degree level qualification, they will be required to have at least four years' experience of managing an organisation, or autonomous division within a large organisation, with a track record of demonstrable success and experience, rather than the three years for applicants who do have a degree level qualification.

**CONFIDENTIAL APPLICATION FORM FOR DEPUTY DIRECTOR**

### **Completing the application form**

It is important for us as employers to know as much as possible about you, the applicant. Please complete this form accurately and in full as the decision to shortlist you will be based solely on the information you provide. Please do not include any attachments.

Please refer to the Job Description and the essential and desirable criteria outlined in the Person Specification in the information pack. Please ensure you evidence your experience against each of the criteria in the Person Specification.

We will treat all documents and information received from you as confidential unless required to disclose them by a statutory body in connection with any claim which may arise out of the appointment.

### **Submitting your application**

Closing date for receipt of completed applications is **12.00pm Tuesday 15<sup>th</sup> June 2021**.

An electronically completed **Application Form** should be emailed to **recruitmentdni@gmail.com**. In the Subject line, please include the following **“Recruitment – Deputy Director”**. You will receive an acknowledgement on receipt of your application.

The method of application is **by application form only**. Additional CVs will not be considered.

Incomplete application forms will result in your application being disqualified.

### **Interviews**

If you are shortlisted, interviews will be held **via Zoom**, upon invitation to interview you will be contacted with further details.

### **Reasonable adjustments**

We want to make sure that there is equality of opportunity in all our recruitment. Interviews will be held on Zoom. If there are any barriers to you taking part in an interview in this way, please let us know below. We will make any reasonable adjustments to allow us to fulfil your needs.

## **EQUALITY OF OPPORTUNITY STATEMENT**

It is Theatre and Dance NI’s intention to ensure equal opportunity for all job applicants and to eradicate direct or indirect discrimination so that no person shall receive less favourable treatment on the grounds of sex; marital status; religious belief; political opinion; disability; ethnic origins; sexual orientation; age or Trade Union membership. No person shall be disadvantaged by any conditions or requirements that are neither justified nor required for the job. All recruitment, promotion and training opportunities will be based on merit as measured by qualifications, experience, ability, personal attributes, and job performance.

Theatre and Dance NI is an Equal Opportunities Employer.

## **PERSONAL INFORMATION**

Surname	Forename(s) (Please underline name by which you are known)
Address & Postcode	E-Mail Address
Day Time Contact Number	Mobile Number

Length of Notice required for current employer:	
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**Interview Arrangements (Please note interviews will be held on Thursday 13<sup>th</sup> May via ZOOM)**

Please give details of any special arrangements required at interview:
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**DECLARATION**

I hereby certify that all the information given by me in connection with this application is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

Signed:

Date:

**REFERENCES**

Please give the names and addresses of two people who are able to provide references relating to your work experience and suitability for this post. One referee should be a previous employer and if possible, your present or most recent employer.

**It is organisational policy to take up references prior to appointment.**

Reference 1 (Employer) Name:

Address:

Reference 2 (Other) Name:

Address:

**EDUCATIONAL RECORD**

<b>School or Institution</b>	<b>Course and Main Subjects</b>	<b>Year Completed/ Length of Course</b>	<b>Results</b>

**OTHER EDUCATION OR TRAINING**

<b>Training</b>	<b>Institution</b>	<b>Dates Completed</b>	<b>Results</b>

**PROFESSIONAL QUALIFICATIONS OR MEMBERSHIPS**

<b>Name of Professional or Technical Association</b>	<b>Date</b>	<b>Status</b>



**EMPLOYMENT HISTORY**

Detail all your employment/self-employment (and periods of unemployment) starting with the most recent. If you cannot give actual dates, please indicate relevant month. If necessary, continue on a separate page.

<b>Dates (Month / Year)</b>	<b>Employer's Name And Address</b>	<b>Job Title and Main Duties</b>	<b>Reasons for Leaving</b>

**Why do you want to work with Theatre and Dance NI? (max 350 words)**

**EXPERIENCE, SKILLS AND KNOWLEDGE (1500 words)**

Please detail how you meet the **essential and desirable criteria** as listed in the **Person Specification** within the job information pack.

The panel will use the information you provide in this section to decide how you meet the requirements listed in the Person Specification.

Please be concise, use headings/bullet points to make it clear which criteria item you are responding to (*please note the box will expand for your answer*)