



Project Development Officer – Theatre and Dance NI

Maternity Cover

23rd March 2026 – 9th April 2027

Salary: £24,048 (FTE £30,060) NJC Scale 5, Point 17.

Hours: 30 hours per week

Theatre and Dance NI

Theatre and Dance NI (TDNI) is the leading support organisation for the theatre and dance sector in Northern Ireland. We champion artists, practitioners, and organisations by providing resources, advocacy, professional development, and opportunities that strengthen and grow the performing arts. Our work is rooted in collaboration, creativity, and a commitment to nurturing a vibrant, collaborative and sustainable sector.

Role Overview

The Project Development Officer plays a key role in designing, delivering, and evaluating programmes that support the development of theatre and dance. This position is ideal for someone who thrives in a creative environment, enjoys working with diverse stakeholders, and is passionate about enabling artists and organisations to flourish.

You will support the planning and delivery of TDNI's major projects, training, events, and sector development initiatives, ensuring they are impactful, well-managed, and aligned with our strategic goals.

JOB DESCRIPTION

Theatre and Dance NI (TDNI)

Development

- Lead and support the development, planning, coordination, and delivery of TDNI programmes including INVEST & Spotlight and other developments, including intensives, residencies, training and other initiatives, sector meetings, symposia, and conferences.
- Liaise with artists, facilitators, venues, and partners to ensure smooth delivery.
- Manage project budgets, logistics, coordination of communications, and resource planning.
- Strengthen TDNI's evidence base by tracking project progress, collecting feedback and evaluating outcomes.
- Supporting the monitoring and evaluation of project outcomes, including the systematic collection, organisation, and secure management of relevant data.

Sector engagement & member support

- Serve as a key point of contact for members, individuals, organisations, and the wider sector, providing informed guidance, advice, and signposting to appropriate support.
- Work collaboratively with the TDNI team to support effective membership retention and engagement.
- Build and maintain constructive relationships with current and prospective members, ensuring their needs and perspectives inform TDNI's processes and strategic direction.
- Support the growth and strengthening of TDNI's membership base through proactive engagement.
- Develop and disseminate resources to support members' professional development and sector engagement.
- Promote and expand the use of TDNI's captioning equipment to advance accessibility, equality, and inclusion across the sector.
- Collaborate with staff, Board members and stakeholders to identify, plan, and support fundraising and initiatives that contribute to income diversification and organisational resilience.

Administration & Operational Duties

- Provide accurate, relevant and timely information to the Finance Officer and Operations Manager to support operational planning and decision making-.
- Represent TDNI professionally at sector events, training courses, information seminars, meetings, conferences, networks, and other sector facing engagements as required-.
- Support organisational accountability by contributing to funder and other stakeholder reporting and other documentation.
- Contribute to the effective management and maintenance of TDNI's hire equipment and associated operational processes.
- Maintain and update data and organisational databases to support project development, evaluation, and participant engagement, ensuring high standards of data integrity.

Marketing & Communications

- Work with the TDNI staff team to identify, gather, and prepare content for the e-zine, website, and social media platforms, ensuring consistent, accurate, and timely communication.
- Support and assist the development and delivery of communications, marketing, and promotional strategies for TDNI events, workshops, training, and other activities, in partnership with relevant team members.

Other Duties

- Contribute to organisational planning and strategic development discussions and planning.
- Undertake any additional duties reasonably required to support the successful delivery of TDNI's projects, programmes, and organisational objectives.
- Due to the nature of TDNI's work, a flexible approach to working hours is essential. The postholder will be required to work occasional evenings, weekends, and undertake travel and overnight stays.

PERSON SPECIFICATION

Essential Criteria

Qualifications & Experience

- Minimum **3 years' experience** in project management, arts administration, or a related role within the cultural, creative, or non-profit sectors.
- Demonstrable experience in supporting the planning, delivery, and evaluation of programmes, events, or sector development initiatives.
- Experience managing or contributing to project budgets and financial processes.
- Experience working directly with artists, arts organisations, or creative practitioners, with a strong understanding of their professional needs.
- Experience maintaining organisational databases, CRM systems, or membership records.
- Experience preparing reports, evaluations, or documentation for internal or external stakeholders.

Knowledge & Understanding

- Strong understanding of the theatre, dance, and wider performing arts ecology in Northern Ireland and the rest of the UK, Republic of Ireland and beyond.
- Knowledge of artists' and organisational member development needs, including training pathways, career progression, and sectoral support structures.
- Awareness of touring industry marketplaces, showcasing platforms, and opportunities for artist mobility.
- Understanding of accessibility, equality, and inclusion principles within the arts sector.

Skills & Competencies

- Excellent organisational and time management- skills, with the ability to manage multiple priorities.
- Strong written and verbal communication skills, with confidence engaging a wide range of stakeholders.
- High level of accuracy and attention to detail in data management and reporting.
- Ability to work collaboratively within a small team and build positive relationships with members and partners.
- Proactive, solution focused- approach with the ability to work independently.
- Competence in Microsoft Office, digital tools and platforms.

Other Requirements

- Availability to work flexibly, including evenings, weekends, and overnight stays.
- Commitment to the values and mission of Theatre and Dance NI.

Desirable Criteria

- A degree or equivalent qualification in arts management, cultural policy, performing arts, or a related field.
- 5 years' experience in a similar role within the arts, cultural, or charitable sectors.
- Experience supporting fundraising initiatives, income generation- activity, or grant applications.
- Experience contributing to membership development or stakeholder engagement programmes.
- Experience supporting or delivering accessibility initiatives, including captioning or inclusive practice.
- Knowledge of national and international performing arts touring landscapes.
- Skills in digital communications, social media strategy, or content creation.
- Understanding of evaluation frameworks and impact measurement.