

Job Opportunity - Administrator

Youth Theatre Ireland is the national development organisation for youth theatre. We support a network of youth theatres that deliver year-round programmes of drama workshops and performance opportunities to young people aged 12+ in cities, towns and villages across Ireland.

We are unique in our commitment to youth-centred drama practice, and we promote youth drama opportunities that focus on the artistic, personal and social development of young people.

We are now seeking an experienced Administrator to support the delivery of the strategic goals of Youth Theatre Ireland.

Job Description

Responsible for: The effective administration of Youth Theatre Ireland

Responsible to: The Director / Deputy Director

Role Description:

- Overall administration and office management of Youth Theatre Ireland
- Oversee company IT needs and liaise with external IT providers as appropriate
- Identify, manage and monitor all supplier relationships as necessary to the operation of the organisation and its premises
- Administrative lead of the National Festival of Youth Theatres
- Provide administrative support to all Youth Theatre Ireland programmes
- Manage membership renewals and invoicing
- Manage company databases and all personal data in line with Data Protection legislation
- Work with the Director and book keepers to ensure prompt filing of payments and issuing of invoices.
- Support the Director to file annual returns and other governance related documentation with the CRO as delegated by the Company Secretary and make annual returns to the Revenue Commissioners
- Support the Director to prepare financial reports for funders and ensure compliance with conditions of funding
- Manage the implementation, regular review and update of Youth Theatre Ireland's Health and Safety Policies
- Ensure appropriate insurance is in place for the activities of the organisation and manage annual insurance renewal
- Support Senior Management to ensure all HR policies and procedures are up-to-date and compliant with legislation and best practice

- Schedule, manage and minute all team meetings
- Oversee the delivery of the monthly Intermission newsletter
- Manage contracting of staff, volunteers and freelance service providers as required
- With the Director, manage the company PRSA scheme
- Monitor the placement and usage of Youth Theatre Ireland branding by affiliated youth theatres
- Update and maintenance of news and other content on company website as required
- Administration of loyalty / patron schemes
- Provide information to members in response to general phone and email queries
- Carry out other relevant tasks related to the national programme as requested from time to time

Requirements of the Post

Youth Theatre Ireland is seeking to employ a candidate who possesses the following attributes.

Personal Attributes and Skills:

- You are committed to the values of Youth Theatre Ireland and believe in the importance of youth arts.
- You see young people as important members of society; you are motivated to uphold their rights and ensure that they are supported to develop to their full potential, personally and socially.
- You are a collaborative team player with excellent interpersonal skills and a positive attitude
- You have excellent organisational skills
- You are proficient in all Microsoft Office365 tools
- You are a problem solver, able to work under pressure and prioritise between conflicting demands
- You have a high degree of personal and professional integrity and can be placed in positions of trust and responsibility including access to sensitive and confidential data.

Professional Experience: Essential:

- Minimum of 3 years of experience in a similar role.
- Demonstrated ability to evidence the personal attributes and role specification listed above
- Strong oral and written communication skills

- Digital fluency and a strong understanding of all communications platforms, including social media

Desirable:

- Third level qualification in arts management, drama/theatre or related fields
- A strong understanding of practical issues affecting youth theatre development in Ireland
- Knowledge and understanding of theatre practice in Ireland
- A strong understanding of broader policy issues which influence the arts in Ireland
- The post will require a certain amount of travel nationally and a holder of a current driver's licence and own transport would be an advantage though not essential.

Terms and Conditions:

- This is a full-time permanent position with 25 days annual leave
- This position will be based in the Youth Theatre Ireland offices and the successful candidate will be required to be office based a minimum of 3-days per week
- The post holder will be expected to work a 35-hour week and be willing to undertake evening and weekend work as necessitated by the work programme
- The salary scale for the position is €32,000 - €34,000, commensurate with experience
- A pension contribution of 5% of gross salary per month will commence upon completion of a six-month probationary period.
- This role is subject to Garda Vetting of the successful candidate.

How to Apply:

Deadline for receipt of applications is **Wednesday 20th December 2023**.
Shortlisting will apply and shortlisted candidates will be informed by **Friday 22nd December 2023**.

Please provide a letter of application detailing your suitability for the role and complete the accompanying application form.

Interviews will take place on **Wednesday 3rd January 2024**.

Shortlisted candidate must be able to interview on the above date and the successful candidate must be able to take up the position no later than early **February 2024**.

Please email your application in the strictest confidence to:
recruitment@youththeatre.ie marked for the attention of the Director / CEO.