



**Dance Ireland**  
**Membership Engagement Officer (Maternity Cover)**  
**Part-Time: 21 hours**  
**Detailed Job Description November 2020**

Dance Ireland is a national development organisation and true to our origins, we are proud to continue to be the representative body for professional dance.

Our bold ambition is for dance to be valued and vibrantly, actively, and confidently part of people's lives. Achieving this, we believe, will ensure a sustainable future for dance in Ireland and a credible career for those committed to dance as a profession. We exist to make this happen. We use all the opportunities afforded by DanceHouse, our own expertise and connections alongside those of our national and international partners to create a programme of work that engages the public and supports the professional, crossing the boundaries of age, experience, and genre.

As such we enable the development of dance as an art-form, as an activity to be accessed and enjoyed, as well as working to progress professional practice. To that end, we offer dedicated support to our members who are professionals working in dance; pre-professionals (students) and organisations connected with dance, movement, or choreographic practice.

The post of **Membership Engagement Officer** is key to us delivering our vision and mission, ensuring our members are connected with us and our programme, as well as each other. As well as strong administrative and organisational skills, this role requires empathy and understanding of the needs of professional and pre-professional artists and organisations who look to Dance Ireland for representation and support.

**Membership Engagement Officer Profile:**

Reporting to the Communications & Marketing Manager, the post holder will maintain strong working relationships across the organisation, offering additional support to the Programme Manager and Venue Team where required.

A priority will be the communication and administration of our membership offer, which is focused on three categories:

- Professionals (emerging, mid-career and established)
- Pre-Professionals (Students)
- Organisations (including arts offices, companies, and resource organisations).

Central to the role is maintaining and building excellent relationships with our members, and being responsible for communications, events and activity relating to members.

**Key Responsibilities:**

Membership Administration:

- Acting as a key liaison for Members
- Processing and approving membership applications
- Maintaining the membership database and members' online directory
- Securing membership renewals and actively pursuing new members.
- Making recommendations for the ongoing improvement of membership services

#### Engagement:

- Coordinating the *Outside The Studio* programme events, in consultation with the Programme Manager
- Representing Dance Ireland at meetings and national events, as required
- Keep members up to date with news and opportunities through newsletters, social media and website updates.
- Reporting on Membership engagement across our programmes and platforms.

#### Programme Support:

- Coordination of the Members Studio offer
- Supporting the scheduling and administration for Dance Ireland Residencies
- Offering support and advice to artists and/or scheduling sessions or clinics with other members of the Dance Ireland team.
- This role will require the Membership Engagement Officer to spend time at reception in DanceHouse to be front-facing with our members, users and audiences.

#### **Person specification:**

- An affinity with the vision, mission and values of Dance Ireland and passion for our work
- High standards in everything you do
- Strong focus on planning, project & time management with excellent organisational skills
- Highly proficient IT skills especially in the area of maintaining databases, tracking activity, internet, and social media
- Enthusiasm, flexibility, excellent interpersonal skills, with an ability to work independently and as part of a team
- Ability to work under pressure and to coinciding deadlines
- A natural capacity to develop relationships, and confident communicator in formal and informal settings
- Experience of facilitation
- While interest and knowledge of the dance sector is desirable; it is more essential you are passionate and knowledgeable about the arts, with an interest in promoting professional arts practice and an understanding of the challenges and supports needed
- Experience in a related area, project management, or membership services.

#### **Terms of employment:**

Salary: €29,000 pro-rata per annum

Contract: 8 months, with potential to extend. Subject to one-month probation period.

Hours: 21hrs per week; please note no overtime is paid; TOIL in operation.

Due to the nature of the role, periodic evening & weekend work will be required.

This position is offered as a part-time role, with at least one day a week based at DanceHouse. However, for the right candidate, we are open to discussing how we could make this role more flexible to work around location, caring responsibilities, other work or practice commitments etc.

Please note that all successful candidates will be required to provide proof of identity and complete our Garda vetting process.

#### **Recruitment process:**

- It is our policy to shortlist
- Shortlisted candidates invited to interview are required to prepare a short (max 10 mins) presentation
- Interviews will be scheduled for 15<sup>th</sup> and/or 16<sup>th</sup> December

**Application closing date: Thursday 3<sup>rd</sup> December at 12.00pm**

#### **Application process:**

Please forward CV and letter of interest by email to [sheila.creevey@danceireland.ie](mailto:sheila.creevey@danceireland.ie) with 'Membership Engagement Officer 2020' in the subject line.

In line with our data protection policy, we only use the information that you provide for the purposes of this recruitment process. On completion, your information will be securely retained for a maximum of 6 months before being erased.

## Dance Ireland Overview

We encourage all prospective candidates to consult our website further; with particular reference to Membership, *Dance Ireland Strategy Moving Forward Together (2018 – 2023)*, Annual Reports and Governance documents.

Established in 1989, Dance Ireland has evolved into the leading national dance development organisation, delivering an annual multi-faceted programme of professional development supports which enable our members to be the best they can be. We are proud to be the representative body for professional dance in Ireland.

### ***Dance Ireland Strategy Moving Forward Together (2018 to 2023)***

Our **vision** is of an Ireland where dance is valued and is vibrantly, actively and confidently part of people's lives.

Our **mission** is to enable the development of dance as an art-form, a professional practice and an activity of interest, by

- Expertly supporting all those working professionally in dance;
- Creating enticing opportunities for participation that transcend age, ability & access;
- Brokering connections between people, practices & place in Ireland & internationally;
- Inspiring confidence and encouraging curiosity about dance;
- Fostering an actively engaged and informed dance community;
- Being a strong voice for dance.

Supporting us in realising our ambitions, our **values** are:

- Artist-centred – we put the dance artist at the centre of all that we do.
- Discovery – everyday in our studios, people explore new ways to express themselves through dance.
- Connection – we engage at home and abroad to forge the relationships, find the opportunities and create the connections that inspire dance artists and our programme
- Expertise – we combine breadth of experience and a depth of expertise with artistic insight and practical understanding.
- Openness - we embrace all forms of dance and are for those who love dance: professional or participant.

Our **priorities** are:

- Advocacy – to build the profile of dance and be a leading, expert voice advocating for the dance profession and the art-form.
- Connection – to build and strengthen relationships that deliver on our ambitions and those of our members.
- Progression – to work with dance artists at all stages of their career to support their artistic and professional developments.
- Innovation – to champion and facilitate the development of new work, new ideas and new ways of working.
- Sustainability – to ensure our future as a well-managed, well-funded and well-governed organisation.

Dance Ireland embraces and values all forms of dance practice including classical ballet, contemporary dance, traditional Irish dance, ethnic forms, somatic practices, social dancing and hybrid movement forms. We also recognise and welcome new ways of working in dance through collaborative, multidisciplinary and interdisciplinary practice. We work to enable all those who share our love of dance, from the professional to enthusiast, to achieve their creative potential.

## Dance Ireland Executive

Led by a Chief Executive, the team is a highly skilled group of individuals with enthusiasm and a passion for dance and the arts. The team includes individuals from a variety of backgrounds and areas of expertise. All staff members are actively involved in planning and driving the ambitions of our fast growing organisation forward.

Chief Executive  
General Manager

Sheila Creevey  
Eve Lalor

Programme Manager	Louise Costelloe
Administrator & Bookkeeper	Louise McGrath
Communications & Marketing Manager	Jeanette Keane
Membership Engagement Officer	Andrea Bolger
Venue Officers	Danny Carroll, Sinead Purcell

We employ all other personnel, including national and international dance & arts specialists, security, cleaning, maintenance and IT support, on a contract for services basis.

### **Dance Ireland Board of Directors**

The board is a non-executive board. Directors encompass a variety of key skills in dance, project management, legal affairs, strategy development and financial management:

Dr. Orfhlaith Ní Bhriaín (Chairperson), Colm Ryan (Company Secretary), Aoife Newton, Mihaela Griveva, Laura Macken-Posavitz, Laura Murphy, Maria Nilsson Waller.

### **Equal Opportunities Employer**

Dance Ireland is an equal opportunities employer. Individuals are selected on the basis of their abilities and merits to perform the tasks required. Our policy is to be fair and consistent in all aspects of our business. We recognise, respect and value differences and diversity. We embrace equality as part of our normal way of doing things because we believe that it is the right thing to do for our board, executive, contract staff, members, DanceHouse participants and our success. It is against policy to discriminate on the grounds of sex, marital status, family status, sexual orientation, religious belief, age, disability, race, or membership of the travelling community.

Dance Ireland is the trading name of the Association of Professional Dancers in Ireland CLG. Company No: 189346; CHY 16193.

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[www.danceireland.ie](http://www.danceireland.ie)