



Associate Producer, Company Administrator

BACKGROUND

Michael Keegan-Dolan (Micheál MacAodhagáin-O'Dobhailen) founded Teač Dańsa in 2016 as a means to make deeper connections with the traditions, language and the music of Ireland. The name Teač Dańsa 'House of the Dance' in Classical Irish, reflects Michael's ongoing journey to create dance and theatre work that reflects the place from which it originates.

Swan Lake / Loch na hEala was the first production made by Teač Dańsa and continues the tradition of ground-breaking productions for which Michael is known. *Swan Lake / Loch na hEala* won *The Irish Times* Theatre Award 2017 for Best New Production and the UK Critics' Circle National Dance Award for Best Production 2018.

Swan Lake has toured extensively, travelling around Ireland as well as to Denmark, England, Germany, Luxembourg, Russia, South Korea, Hong Kong, Canada, Australia and New Zealand. In 2019, it will tour to West Australia and North America travelling to New York, LA, Minnesota, Michigan, North Carolina and Ottawa in Canada.

Michael was the artistic director of Fabulous Beast Dance Theatre (1997-2015), and created three Olivier Award-nominated productions: *Giselle* (2003), *The Bull* (2005), and *The Rite of Spring* (2009). In 2004, *Giselle* also won an *Irish Times* Theatre Award and *The Bull* received a UK Critic's Circle National Dance Award in 2008. *Rian*, created in 2011, won a Bessie Award (New York Dance and Performance Award) in 2013 for Best Production.

In 2012 he directed and choreographed a new production of Handel's *Julius Caesar* at the London Coliseum, for English National Opera. In 2015 he created an original piece, *The Big Noise*, for the GoteborgOperans DansKompani working closely with celebrated Nordic Folk Musician, Ale Moller. As Guest Artistic Director of the National Youth Dance Company at Sadler's Wells London for the 2015 - 2016 season, Michael created *In-Nocentes*. In March 2017, he devised a new work to Dvorak's 8th Symphony for the Dance Company at the Gärtnerplatztheater, Munich.

He has extensive experience teaching and has led workshops for different companies around the world including the Hofesh Schechter Company, Cedar Lake Ballet, Blue Raincoat and the Ballet Junior de Geneva. Michael was an Associate Artist at the Barbican Centre, London and is now an Associate Artist at Sadler's Wells London.

In 2016, the company moved to Dingle. As part of this reorientation, Teač Dańsa is creating a new, permanent home in the inspirational setting of the Dingle peninsula. With a new and strengthened board, it recently completed an organisational review and is restructuring its staffing as a result.

NEW ROLE

We are therefore now seeking to recruit a new person to our team. We have identified the key responsibilities and tasks. We appreciate that it is unlikely that we will find one person who has both the skill base and capacity to cover all of the tasks required. ***However what matters to us most, is finding the right person - a person who will enjoy the challenge of being part of a small and dynamic team and who will relish the opportunity of transforming our exciting vision into reality.***

The company currently consists of a full-time Artistic Director (Michael Keegan-Dolan), full-time Producer (Johnny O'Reilly) a part-time Production Manager (Peter Jordan) and a full-time Company Administrator. We will retain the first three of these roles, but delegate some of their responsibilities to enable them concentrate on realising our plans for the future.

We are therefore creating a new role – that of Associate Producer. We will tailor the final job description to the expertise and track-record of the best candidate we interview. We therefore anticipate that in time we will need additional people – either by way of consultancy, part-time roles or other combinations.

OVERALL ROLE RESPONSIBILITIES

The purpose of this role is to provide administrative and organisational support to the Artistic Director and Producer and at the same time organise our office and home base and ensure the smooth running of the administrative, financial and related areas of the company.

SPECIFIC RESPONSIBILITIES

Financial Administration

- Maintain the company's financial records, recording all relevant financial transactions – accounts receivable, accounts payable, and petty cash
- Generate monthly management accounts in line with company procedures and with support from the Producer and the company's Accountants
- Prepare all invoices for approval and payments in a timely manner
- Issue invoices in line with directions from the Producer and Artistic Director.
- Monitor bank and credit card balances on a regular basis.
- Liaise with the company accountancy firm.

New Home and Office Management

- Manage the search for a suitable premises in the Dingle area and provide administrative support to discussions with relevant agencies
- Organise the refurbishment and other preparations in advance of the move into the new premises
- Organise the smooth running of the premises following the move, handling issues relating to maintenance, cleaning, equipment and insurance.

Production

- Organise the advance planning, logistical and administrative arrangements for performances in Ireland and international touring, in line with the requirements of the Producer and Director. This will include:
 - booking flights and accommodation and circulating details to those involved
 - arranging visas for those travelling
 - managing financial arrangements including cash for floats
 - communicating regularly with those involved in the performances/travel to ensure they are kept up to date on all arrangements and handling their queries
- Administer health and travel insurance for touring company on all tour dates (on top of yearly policy cover for PL, EL, Property)

Marketing

- Play an active role in helping to generate high quality marketing material for the media – in line with direction from the Director and Producer
- Organise marketing materials for the company – working with designers, printers and others to ensure the material is of high quality and produced on time and in line with design briefs
- Ensure that receiving venues receive all relevant marketing material for the company's performances. This will include:
 - sending bios/approved photos to venues
 - proofing of programme to ensure that company approved information/formats are followed

Governance

- Organise the logistical and administrative arrangements for the company's board meetings – getting notice and relevant materials out in time.
- Attend and produce the minutes of these meetings
- Handle annual returns and other administrative matters with the Companies Registration Office

ICT

- Ensure the website is kept up-to-date, making changes to content in line with decisions of the Director and Producer
- Handle all IT issues for the company, arrange contract with suitable remote support and other providers

Other Tasks

- Provide PA support to the Artistic Director and Producer.
- Handle any other assignments that have been reasonably requested

PERSON SPECIFICATION

The person we are looking for is someone who will enjoy the opportunity of making something new and exciting happen. They will need to be genuinely drawn to both the work the company makes and the way the company operates. They will need to enjoy the challenge of designing and executing something new and be able to shape its development over time.

They will:

- Have at least three years' experience, in a relevant role – ideally in the performing arts
- Be able to work well with people, often under pressure, and handle a large variety of their concerns
- Have a 'make it happen' and proactive mentality, taking the initiative to deliver strategic company goals
- Be a 'completer finisher' with good attention to detail
- Enjoy the variety of responsibilities and tasks, willing to take on the 'mundane' along with the more exciting elements of the job
- Be skilled at managing their own time and be competent at balancing their workloads in a working environment that alternates between some extremely busy and other fairly quiet periods.
- Be comfortable working alone as well as in a team.
- Hold a full driving licence.

The person will be either from the Dingle area or willing to move there. If they don't speak good Irish, they must be willing to learn. We are an equal opportunities employer.

Salary and benefits – for discussion

**Please send your application and CV to Johnny O'Reilly (johnny@teacdamsa.com)
Deadline for application, 28th Jan at 5pm.**