

We are seeking a Project Coordinator with Inclusive Dance Cork Dance Cork Firkin Crane

Inclusive Dance Cork (IDC) seeks to hire a Project Coordinator who will oversee the day-to-day running of the annual training programme. The role offers an exciting opportunity to work with a unique training opportunity, advocating for inclusivity in dance.

The role entails lead project management of IDC on delivery of the programme supported by administrative support and studio space at Dance Cork Firkin Crane.

About Inclusive Dance Cork

Inclusive Dance Cork is a professional training programme that began in September 2022, open to individuals interested in learning inclusive dance methods. The programme was conceived out of an absence of formal inclusive dance training in the country. Inclusive Dance Cork is the only accredited programme of its kind in the Republic of Ireland.

The 2022/2023 pilot year intake of students came from a diverse range of backgrounds, among them professional dance artists, teachers, and movement practitioners. In 2024, the intake of students expanded to include dance enthusiasts with less experience who wanted to engage with the dance community in inclusive contexts. Both years included a blend of people with and without disabilities.

The programme was initially conceived by Dance Cork Firkin Crane with support from partners Suisha Inclusive Arts: Cope Foundation, Cork ETB, and University College Cork. Rhona Coughlan is the Artistic Director, supported by the Project Coordinator, Partners, and Guest Facilitators. A year of research and development, and the first academic year of Inclusive Dance Cork, was funded by The Community Foundation for Ireland through a donation by an anonymous donor. The second academic year was funded by the ReThink Ireland Disability Participation and Awareness Fund 2023 and The Community Foundation for Ireland through a donation by an anonymous donor.

Tasks include:

- Seek new funding opportunities for the project
- Follow up on existing funding sources, including progress reports, workshops with stakeholders, and stakeholder meetings
- Coordinate the practical running of the training sessions including liaising with artists / guest facilitators, and organising accommodation, travel etc.
- Coordinate the programme schedule for training workshops in collaboration with the Artistic Director and relevant staff at Dance Cork Firkin Crane
- Act as the main point of contact for students to university/Cork ETB / facilitators / AD etc.
- Administration (Uploading of programme materials to Google Drive and other online resources (differs between university and Cork ETB); editing notes; assisting with uploading of assessment results; email / phone / Zoom and in-person meetings; project budget management).

- Liaise with university and Cork ETB collaborators about accreditation components of the programme
 - Advise on course components - practicalities of how the programme runs and coordinate with university/Cork ETB requirements
- Report on projects to stakeholders
 - Travel to and participate in stakeholder workshops, events, and meetings
 - Write progress reports and related documents (i.e. maintenance of strategic plan and theory of change)
- Gather and analyse feedback from students and facilitators with Artistic Director
- Research and make connections with potential partners, collaborators, and facilitators with Artistic Director
- Draft copy and promotional materials for project visibility on DCFC website
- Collaborate on posts to social media with Artistic Director
- Informal documentation of dance workshops through photo and video (on IDC phone)
- Carry out additional IDC-related activities in collaboration with Artistic Director
- Engage in regular/weekly staff meetings with Dance Cork Firkin Crane
- Engage in meetings with Artistic Director

The candidate will have several of the following attributes / skills / experience:

- Demonstrable experience of developing and delivering arts projects/programmes
- Demonstrable experience of project management.
- Commitment to the development of the arts in Ireland, with particular interest and expertise relating to dance and to equality, diversity, and inclusion in the arts.
- Understanding of the arts and disability sector is advantageous.
- Excellent verbal and written communication skills.
- Excellent interpersonal, communication, facilitation, and networking skills.
- Capacity to work with people from a wide range of backgrounds, agencies & sectors.
- Experience of working as part of a team as well as on one's own initiative.
- Research and analytical skills.
- Evidence of ability / experience of strategic thinking and planning.
- Academic experience in dance or arts administration is preferred

The person appointed will also need to:

- Work closely in collaboration with the Artistic Director
- Be available to work flexible hours when necessary and be available on the training dates (TBC by the Artistic Director, Project Coordinator, and DCFC).
- Adhere to Inclusive Dance Cork / Dance Cork Firkin Crane internal policies.

Dates, Remuneration and Location:

Dates: August - December 2024 with potential for extension, funding dependent

IDC Training days at Dance Cork Firkin Crane: To Be Confirmed

Fee: €20 / hr @ approx. 20-30 hrs per week (+ additional hours for Training Days). Daily travel and accommodation fees are not covered by the project. Travel and accommodation related to funding sources/stakeholders has been covered by the relevant funder to date.

Location: The role can be remote. You will be required to be on-site at Dance Cork Firkin Crane for training days and key meetings and events to be agreed with the Artistic Director and the team.

To Apply: Please send a CV and Cover letter to the Project Coordinator of Inclusive Dance Cork at Dance Cork Firkin Dance Crane Kaylie Streit at kaylie@firkincrane.ie.

Deadline: Applications to be submitted by 6 August 2024.