

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 programme, working under the leadership IDC's Artistic Director, supported by the administrative team at Dance Cork Firkin Crane (DCFC). The role offers an exciting opportunity to work with a unique inclusive dance programme, advocating for inclusion in the arts for all levels of experience and creating opportunities for people with and without disabilities to learn and create together.

About Inclusive Dance Cork

Inclusive Dance Cork is a professional training programme conceived and initiated in 2021 by Dance Cork Firkin Crane Chair, Yvonne Coughlan, with the support of the board and executive, alongside key partners. The first programme launched in 2022 under the artistic direction of Rhona Coughlan. Since then, IDC has grown into a multi-strand programme offering training, professional development and creative opportunities for dancers, artists and practitioners with and without disabilities. Its development has included Ireland's first university-accredited introductory training in inclusive dance, delivered in partnership with University College Cork and recognised with the Community Foundation Ireland Creative Access Award at the 2024 Business to Arts Awards. IDC is now entering its next phase, with Cork Education and Training Board continuing as a key partner and a new partnership with the University of Limerick's Irish World Academy of Music and Dance supporting the development of future accreditation pathways.

Key Duties include:

- Support the role of the IDC Artistic Director in the day-to-day running of IDC.
- Identify and pursue new funding opportunities for the project, and prepare and submit funding applications with guidance from the Artistic Director.
- Plan and coordinate IDC activities and training, including liaising with artists / guest facilitators, and organising accommodation, travel, etc., in collaboration with the IDC Artistic Director and relevant staff at Dance Cork Firkin Crane.
- Monitor and report on budget and expenditure.
- Engage in regular/weekly staff meetings with Dance Cork Firkin Crane and IDC Artistic Director.
- Follow up on existing funding sources, including progress reports and stakeholder meetings.
- Liaise with university partners and Cork ETB about accreditation components of the programme.
- Report on projects to stakeholders:

- Travel to and participate in stakeholder workshops, events, and meetings.
- Develop impact reports and related documents.
- Gather and analyse feedback from participants and facilitators with IDC Artistic Director to inform and further develop the programme.
- Draft copy and promotional materials for project visibility on DCFC website and social media.
- Collaborate on posts to social media with the Artistic Director or marketing personnel.
- Informal documentation of dance workshops through photo and video (on IDC phone).

Essential Skills

- 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.
- An understanding of accessibility and inclusive practice, and a commitment to ensuring that people with disabilities can participate fully in the programme.
- Excellent interpersonal, communication, facilitation, and networking skills.
- Experience of coordinating partnerships and maintaining effective relationships with artists, educators, funders, institutional partners and other stakeholders.
- Excellent verbal and written communication skills.
- Demonstrable experience of delivering arts projects/programmes.
- Excellent financial administration skills, including budget management, spreadsheet preparation and maintenance, expenditure tracking, financial forecasting and reporting.
- Experience of preparing funding applications within the arts and philanthropic sector.
- Excellent organisational and time-management skills, with the ability to manage multiple priorities, deadlines and work streams simultaneously.
- Capacity to work with people from a wide range of backgrounds, organisations and 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.
- Minimum 2 years experience in arts administration or academic equivalent.
- An appreciation and interest in dance forms would be desirable but not essential.

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 agreed weekends for training workshops (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: October 2026 - October 2027 with potential for extension, funding dependent.

Fee: €22 per hour, approx. 24 hrs per week.

Contract type: This is a freelance position.

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, Shandon, Cork City for training days and key meetings and events to be agreed with the Artistic Director and the team.

Application Process:

Closing date: Wednesday 30th September, 6pm.

To apply, please send the below information to louisa@firkincrane.ie with the subject line 'IDC Project Coordinator Application',

- Current CV
- Cover letter outlining your interest in this particular post and highlighting the skills and experience that you could contribute
- 2 named referees and contact information

Dance Cork Firkin Crane is an equal opportunities employer.

Interviews will take place during the week commencing 5th October.

The successful candidate will commence the role during the week commencing 12th October, with handover training provided.