



## **Company Administrator – 2021/22**

### *About Us:*

Founded in 2020 by the Northern Irish choreographer Oona Doherty, O.D Works currently has four shows touring internationally, and a new large scale work in development set to premiere in 2022 and to go on tour.

We are now looking to hire a Company administrator with specific responsibilities in the areas of finance & governance and in providing administrative support to the Artistic Director and Co-Director/Company Producer in the touring of the works.

### The role carries the following responsibilities:

#### *Finance & Administration:*

Identifying appropriate public and private funding opportunities.  
Preparation of grant applications for core funding and for touring of the works.  
Developing budgets under the direction of the Co-Director.  
Management, implementation and monitoring of the budgets.  
Developing and assessing artistic call outs with the Co-Director.  
Managing the Company accounts & banking.

#### *Governance:*

Delivering best financial and general management practice and processes for the Company.  
Delivering on all the legal responsibilities and duties of the Company & Directors.  
Managing compliance with all relevant statutory and funding conditions.

#### *Touring:*

Contracting with presenters, venues and leading on financial settlements.  
Supporting the Company Producer in recruitment and contracting of cast and crew.  
Supporting the Company Producer in organising required documentation for touring.

*Competencies required in the role:*

The role would be ideally suited to someone with experience in European and International productions and touring of live performances. Our ideal candidate will be ambitious, collaborative and possess the strategic vision for promoting and developing large-scale cultural projects. They will have the necessary organisational and interpersonal skills.

Post Brexit legal knowledge on the running of a Northern Ireland company collaborating and creating internationally is considered a strong asset.

At least 5 years of similar experience in administration and financial management in a dance company or in a performing arts organisation is essential.

Fluency in written and spoken English is a must with additional languages considered a bonus.

Experience in identifying and developing partnerships and sponsorships is highly desirable.

*Terms & How to apply:*

A freelance contract is offered on a part-time basis 2–3 days of the week and for a period of 1 year with a possibility for extension.

Remuneration is dependent on experience.

The Company operates remotely with the Artistic Director based in Northern Ireland and the Co-Director/Producer based in France.

To apply, please send a cover letter outlining your motivation for applying and how you meet the requirements set out for the role with your CV by e-mail to

[info.odworks@gmail.com](mailto:info.odworks@gmail.com)

The closing date for applications is: **30th of May 2021**