

# DANCEEAST

**CENTRE FOR ADVANCED TRAINING  
COORDINATOR**

**CANDIDATE BRIEFING**  
November 2018



**CENTRE FOR ADVANCED TRAINING**

**JERWOOD  
DANCEHOUSE  
IPSWICH**

FIND OUT MORE  
**01473 295230**  
**DANCEEAST.CO.UK**

DanceEast is custodian and curator of the Jerwood DanceHouse, the home of dance in the East of England. Its vision is to make the East of England a place where everyone has the opportunity to engage with great dance. Its mission is to raise aspirations and transform lives through a programme of work that champions excellence, engages the public and inspires artists.

DanceEast presents a diverse programme of performances that includes national and international dance artists and companies, emerging artists and young people. A range of support is provided for artists at all stages of their career, including an Associate Artists scheme and a Choreographic Development Fund. DanceEast work in partnership with other national venues to develop the breadth and appeal of dance for young people and families; and is also a partner in the National Dance Network and the European DanceHouse Network, both of which work to increase opportunities for artists and audiences.

DanceEast runs approximately 50 classes each week in various dance styles for fun, fitness and professional development. DanceEast is also home to one of nine Centres for Advanced Training in Dance supported by the Department for Education to enable young people with exceptional potential in dance to work towards a professional career.

DanceEast maintains its commitment to rural communities across East Anglia, running programmes and projects in schools, health and community settings in and beyond Ipswich. Community performance groups promote training, creative and performing opportunities for young people across the county.

DanceEast works in education and community outreach involving people of all ages and abilities and takes dance to urban and rural communities. In 2017/18 there were almost 49,000 attendances in participatory activities throughout Suffolk and the East of England.

DanceEast supports innovation and the development of new dance work by artists, whether it is training, creation or performance. A new cohort of Associate Artists joined the organisation in April 2018 and included: Tim Casson, Julie Cunningham and Joseph Toonga; and Kaia Goodenough as a Junior Associate Artist.

DanceEast is a registered charity and company limited by guarantee and is grateful for the support of Arts Council England, Suffolk County Council and Ipswich Borough Council, a range of trusts and foundations and the many individuals who all contribute to the vibrancy of DanceEast's extensive programme of excellent dance experiences.

DanceEast has an annual turnover of approximately £1,600,000. The Jerwood DanceHouse comprises 4 dance studios; a studio theatre; offices and meeting rooms; and a café. DanceEast has a staff team of 45 full-time and part-time staff, including a number of core tutors.

Further information about DanceEast can be found at: [www.danceeast.co.uk](http://www.danceeast.co.uk)

DanceEast Centre for Advanced Training (CAT) is one of nine national centres that identify children and young people, aged between 10 and 18 years, with exceptional potential in dance. Through cutting-edge dance programmes of educational and artistic excellence, the nationwide scheme aims to develop, create and inspire the next generation of dance artists, choreographers and dance leaders. CATs provide highly specialised training, whereby young dancers are cultivated at a critical stage in their development, in order to prepare them for entry into the world's leading vocational and higher education institutions and on to successful and rewarding careers in dance.

CATs are pioneers in pre-professional training and research, promoting best practice and providing exceptional and innovative tuition for young people regardless of their personal circumstances. CATs maintain close links with influential dance companies and artists, creating opportunities for dancers to work and build relationships with future employers, and to gain an inspiring yet realistic insight into the profession.

Supported through the Department for Education's Music and Dance Scheme, CATs operate from host organisations recognised for their excellence and commitment to the arts and vocational training. The scheme currently enables around 2,000 exceptionally talented children and young people to have access to the best specialist music and dance training available alongside their academic education. Successful applicants to the DanceEast CAT are able to access world-class dance training in their locality while continuing to live at home and benefitting from a broad and balanced education.

The nine National Dance CATs are:

- Dance4 CAT (Nottingham)
- Dance City CAT (Newcastle)
- DanceEast CAT (Ipswich)
- DanceXchange Centre for Advanced Dance Training for South Asian and Contemporary Dance (Birmingham)
- Northern Ballet Academy / Northern School of Contemporary Dance CAT (Leeds)
- Swindon Dance – Youth Dance Academy (Swindon & Exeter)
- The Lowry CAT (Salford, Manchester)
- The Place CAT – London Contemporary Dance School (London): including London Youth Circus
- Trinity Laban Conservatoire of Music and Dance CAT (Greenwich, London)

The National CAT Partnership allows students to work together on national projects and initiatives, meeting peers from across the country. It also provides a support system for staff and management teams and is a forum for shared policy initiatives, government advocacy and best practice.

Further information about the National Centres for Advanced Training in Dance can be found at [www.nationaldancecats.co.uk](http://www.nationaldancecats.co.uk)

*DanceEast is the home for dance in the East of England.*

*It provides extraordinary dance performances, life-affirming participatory opportunities for all and a world-class environment for artists at all stages of their careers.*

## **Introduction**

DanceEast is one of the UK's leading dance organisations. It is based at the Jerwood DanceHouse in Ipswich, the home of dance in the East of England. DanceEast's programme embraces the artistic, educational, social and recreational roles that dance plays in the local and national arts ecology. It places artists at the heart of the organisation, presenting high-quality high-profile dance work in the Jerwood DanceHouse and offering artists support, development and stimulation via programmes such as the Associate Artist Scheme, Rural Retreats, Professional Development workshops, advanced level classes and the Choreographic Development Fund. DanceEast has been running a range of innovative community projects for over thirty years, working closely with partners on local, national and international projects.

## **Purpose of the Post**

As a member of the Creative Team, the Centre for Advanced Training Coordinator provides organisational and administrative support for the Centre for Advanced Training programme in collaboration with the Head of Creative Programmes and Centre for Advanced Training Manager.

## **Key Relationships**

The post holder reports to the Centre for Advanced Training Manager. The post holder will liaise closely with the wider Creative Team; as well as working with the Audiences, Communications & Development Team and the Operations Team.

## **Principle Responsibilities**

### **Programme development**

- Make arrangements for awareness and taster sessions and auditions in and beyond the Jerwood DanceHouse in collaboration with the Centre for Advanced Training Manager, including booking space, tutors and equipment, travel and refreshments arrangements, ensuring all involved have appropriate and relevant information, recording and collating attendee and other information as required
- Make arrangements for the delivery of the core curriculum in collaboration with the Centre for Advanced Training Manager, including timetabling and space booking, liaising with tutors, artists and musicians, ensuring students and parents have appropriate and accurate information
- Make arrangements for enhancement activity and projects in collaboration with the Centre for Advanced Training Manager and others, including seeing performances, meeting and working with visiting artists, workshops, performance projects and national projects
- Update and maintain the Centre for Advanced Training notice board
- Deputise for the Centre for Advanced Training Manager, as required
- Act as Chaperone or Company Manager for off-site visits and activities as required
- Make arrangements for the induction and professional development of tutors as required
- Collate information to contribute to monitoring and developing the quality of the programme in terms of diversity, quality and progressiveness of content, including monitoring attendance, drafting Individual Training Plans, and recording progress and achievements
- Support the pastoral care and support of students as appropriate and under the supervision of the Centre for Advanced Training Manager

### **Capacity development**

- Maintain all administrative systems for the Centre for Advanced Training, advising the Centre for Advanced Training Manager on where and how improvements could be made
- Collaborate with the Centre for Advanced Training Manager and General Manager in maintaining and monitoring budgets
- Draft contracts with artists, tutors, musicians, parents and others as required
- Liaise with other members of the Creative Team and other staff about all practical arrangements associated with the Centre for Advanced Training programme and changes to the programme
- Undertake risk assessments for relevant events, collate required information and draft briefings for staff, tutors, students and others to mitigate risks
- Schedule and arrange tutor meetings, compile and circulate minutes of meetings
- Book travel, accommodation, equipment and other resources as required
- Collate information for reporting to the Department for Education and others as appropriate, ensuring monitoring and recording systems are maintained and up to date

**Relationship development**

- Be the first point of contact for prospective and accepted students, their parents / carers, and tutors, providing high quality information and forwarding complex issues to the Centre for Advanced Training Manager
- As required, maintain relationships with the national Centre for Advanced Training network and partners including Sadler's Wells, Snape Maltings, professional dance training providers, the Department for Education and other funders as relevant

**Profile development**

- Attend Centre for Advanced Training sessions and relevant events, contributing to DanceEast's reputation for care, quality and excellence
- Collaborate with the Centre for Advanced Training Manager, Head of Audiences, Communications & Development and others to contribute to raising the profile and public awareness of the DanceEast CAT, providing content and working with students to provide content for print, publicity, website and social networks as required.
- To undertake other duties as may be reasonably required by DanceEast

## **Person Specification**

### **Attributes**

#### Essential

- Strong interpersonal and communication skills with a range of people, including students, parents, artists and others
- Awareness of the pastoral needs of young people aged 11-18 years, including of potential special needs, the impact of other pressures on their time and energies, and ways of encouraging and maintaining engagement and motivation
- Able to manage multiple tasks and prioritise while thinking and acting strategically
- Reliable, responsible and conscientious
- Able to work on own initiative and meet deadlines
- An outgoing and positive personality
- Commitment to excellence in all forms of dance practice and engagement
- Commitment to diversity and best practice in promoting equality of opportunity
- Commitment to living locally, able to travel regionally, nationally and internationally, and to work evenings and weekends as required

### **Qualifications and Experience**

#### Essential

- Educated to degree level in dance; and/or dance teaching qualification; or equivalent
- Knowledge and an understanding of dance training and career pathways in the UK, and the principles of talent identification and development with young people showing strong dance potential
- Excellent administrative and organisational skills
- Strong IT skills including computer programmes, email, internet and social media
- Experience of planning projects and programmes, including time-scales, arrangements and budgets, setting and reporting on objectives and/or targets, for projects and programmes
- Able to collate information accurately and consistently to contribute to the evaluation of the impact(s) and reporting of dance programmes
- Experience of effective team working with colleagues in and beyond the organisation
- Experience of monitoring, evaluating and reporting on projects against agreed monitoring terms
- Good numeracy skills, ability to set, manage and monitor budgets with guidance

#### Desirable

- Previous relevant work experience in the arts and/or education sector
- Experience of using box office or CRM systems
- Experience of working for a publicly funded body
- First Aid qualification
- Current clean driving licence

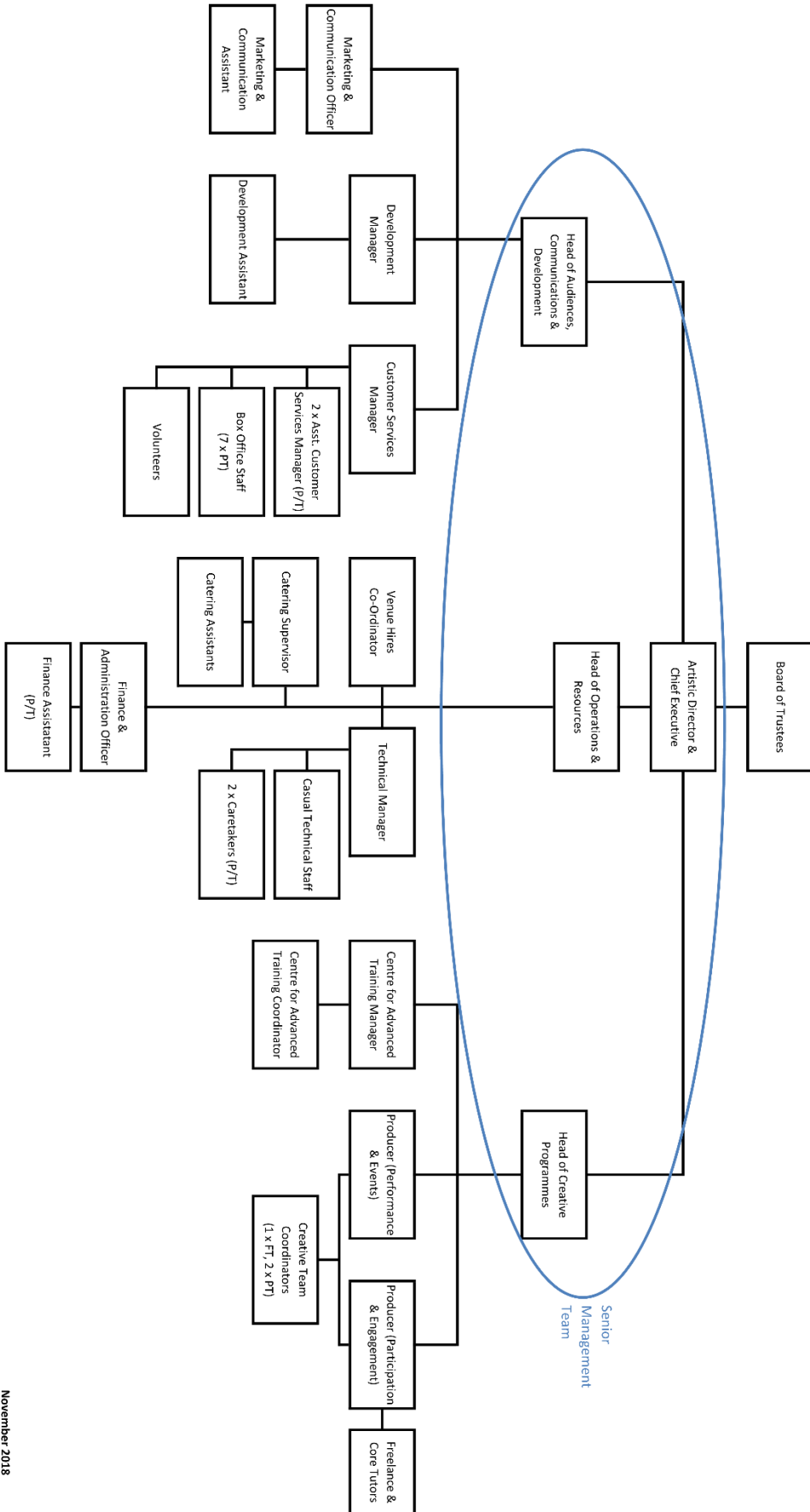
## Terms & Conditions

Salary:	£20,400 per annum.
Responsible to:	Centre for Advanced Training Manager
Hours of Work:	Five days (37.5 hours) per week
Working Hours:	Core office hours are between 9.00.a.m and 5.30.p.m with one hour for lunch. During term-time the days of work will generally be Sunday to Thursday, with occasional Saturday and evening working. Outwith term-time the days of work will generally be Monday to Friday.
Holiday Entitlement:	20 days paid holiday per year increasing to 25 days after two years of continuous employment; plus 8 days bank holidays.
Probation Period:	Three months.
Right to Work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to DanceEast.
Notice Period:	One week during probation period, rising to one month after successful completion of probation period.
Pension Scheme:	Automatically enrolled into a qualifying workplace pension scheme which both the employee and DanceEast will make monthly contributions to. The employee has the option to opt out of the scheme if preferred.
Safeguarding:	The postholder will be subject to an Enhanced DBS Check on commencement of their employment, and at regular intervals during their employment. The postholder will be required to obtain a Chaperone's Licence.
Additional Benefits:	Complimentary tickets for DanceEast productions and classes (subject to availability); Training and development opportunities; Staff discount at the DanceHouse café; Childcare vouchers and Cycle to Work schemes (by means of a salary sacrifice scheme).

**This job description is a guide to the nature of the work required of this position.  
It is neither wholly comprehensive nor restrictive.**



# Organisational Structure



November 2018

## Making an application

Applications should be made on the enclosed Application Form.

Please follow the instructions on the Application Form carefully. This pack contains the key information needed to make an application, and potential candidates are advised to visit the website for further information: [www.danceeast.co.uk](http://www.danceeast.co.uk)

Further information about the DanceEast Centre for Advance Training can be found at [www.danceeast.co.uk\CAT](http://www.danceeast.co.uk\CAT) and further information about the National Centres for Advance Training in Dance can be found at [www.nationaldancecats.co.uk](http://www.nationaldancecats.co.uk)

Further information about the area can be found at:

[www.allaboutipswich.com](http://www.allaboutipswich.com)

[www.visitsuffolk.com](http://www.visitsuffolk.com)

[www.ipswich.gov.uk](http://www.ipswich.gov.uk)

[www.suffolk.gov.uk](http://www.suffolk.gov.uk)

The Application Form and Equal Opportunities Monitoring Form should ideally be completed electronically and emailed to [HR@danceeast.co.uk](mailto:HR@danceeast.co.uk); or sent by post to Bill Armitage, Head of Operations & Resources, Jerwood DanceHouse, Foundry Lane, Ipswich IP4 1DW, marked "Private and Confidential". Please note that CV's will only be considered when attached to a fully completed Application Form.

DanceEast is an Equal Opportunities Employer and has a Diversity & Equality Plan aimed at improving the diversity of its workforce. To ensure the effectiveness of the policy and to assist in its development, DanceEast monitors all applications for employment. You are therefore asked to complete the Equal Opportunities Monitoring Form, which will be treated as confidential and used for statistical purposes only. The form will be separated from your application and remain anonymous, before your application is reviewed by the selection panel.

The deadline for receipt of applications is 12 noon, Monday 26<sup>th</sup> November. Applications received after this time will not be considered. Successful applicants will be invited to an interview at the Jerwood DanceHouse, Ipswich on Monday 3<sup>rd</sup> December, and candidates should be available on this date.

Cover photo by Rachel Cherry



Department  
for Education

The DanceEast Centre for Advanced Training is financially supported through the Department for Education's Music and Dance Scheme.



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



**European  
Dancehouse  
Network**