

# DANCEEAST

**CREATIVE TEAM  
COORDINATOR**

**CANDIDATE BRIEFING**  
August 2019



**MOVE | BE MOVED**

**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 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. In 2018 DanceEast launched the first 2-year BA (Hons) Dance, in partnership with the University of Suffolk.

## **Purpose of Post**

As a member of the Creative Team, the Creative Team Coordinator provides organisational and administrative support for the Producer and Head of Creative Programmes. The postholder works closely with the Centre for Advanced Training Coordinator and other Creative Team Coordinators as required to ensure the effective delivery of the programme including performances and events within and beyond the Jerwood DanceHouse.

## **Key Relationships**

The postholder is line managed by the Producer (Participation & Engagement). The postholder will liaise closely with the whole of the Creative Team; as well as working with the Audiences, Communication & Development Team including Customer Services, the Core Tutors and a wide range of artists working in participatory settings.

## **Principle Responsibilities**

### **Programme development**

- Primarily responsible for supporting the Producer, Programme Manager and Head of Creative Programmes in the administration of, and making arrangements for, the participatory programmes in and beyond the Jerwood DanceHouse; and occasionally supporting the Performances & Events programme and Centre for Advanced Training.
- Liaise with others to book dance artists & tutors, space, and equipment; make travel, accommodation and refreshments arrangements, as required; and ensure all involved have appropriate and relevant information
- Schedule Jerwood DanceHouse classes and events, monitoring attendance, participant and tutor feedback and budgets and making suggestions for improvement and development to the Head of Creative Programmes
- Support administration and delivery of community projects and performance groups, in and beyond the Jerwood DanceHouse and across the region.
- Collate information to contribute to monitoring and developing the quality of performance programmes as required

### **Capacity development**

- Maintain all administrative systems for the devising, planning, delivery and evaluation of participation programmes and events, making suggestions for improvement and development of systems to the Producer and Programme Manager
- Research, collate and contribute information to support project planning and budget setting as required
- Attend and support the running of performances and events, acting as Chaperone as required
- Support the creation of digital content and live streaming to be used across agreed DanceEast digital platforms.
- To maintain knowledge of trends in digital technologies and tools.
- Make arrangements for the induction and professional development of staff, tutors, work placements, interns and others as required
- Support the administration of the whole creative team, including arranging Creative Team Meetings and taking notes / action points when required (shared with other Coordinators); making travel, accommodation and other arrangements as required; maintaining an overview of key events, activities and periods of intense work across the organisation; and maintaining information storage and retrieval systems.
- Research and collate information for reporting to funders, maintaining relevant monitoring and recording systems

**Relationship development**

- Build and maintain strong relationships with all members of the Creative Team, and across the organisation to promote effective team working
- Build and maintain strong relationships with tutors delivering the regular programme of classes, courses and workshops, inviting and collating feedback from tutors and participants
- Support the Producer (Participation & Engagement) in maintaining relationships with partner organisations across the region, within and beyond dance.
- Be the first point of contact for general email and telephone enquiries about DanceEast's programme

**Profile development**

- Support DanceEast's regional relationships by attending and presenting at meetings and events as required
- Work with the Marketing & Communication Assistant to build social media profile for DanceEast's programmes and projects, creating and distributing content as appropriate
- Always act and behave in ways that contribute to building DanceEast's reputation as a welcoming, caring organisation
- Cooperate with the Producer, Programme Manager, Head of Creative Programmes, Head of Audiences, Communication & Development and others to contribute to raising the profile and public awareness of DanceEast, providing ideas and content for print, publicity, website and social networks as required

## Person Specification

### Attributes

#### Essential

- Strong interpersonal and communication skills with a range of people
- Able to manage multiple tasks and prioritise while thinking and acting strategically
- Reliable, responsible and conscientious
- Proactive approach; able to work at pace, on own initiative and meet deadlines
- A positive and curious approach and ability to collaborate with others
- 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
- A sound knowledge and appreciation of contemporary dance
- Expertise and interest in a range of digital tools, new technologies and programmes
- Understanding of the principles of effective administration of programmes, including planning, scheduling, logistics and budgets
- Experience of delivering and/or administering participatory programmes in dance, the arts or other sector contexts
- Experience of effective team working and understanding of the needs of supporting the work of others
- Able to be organised and systematic about managing, storing and retrieving information
- Able to collate information accurately and consistently to contribute to the evaluation of the impact(s) and reporting of dance programmes
- Awareness of current dance developments, and of the requirements and demands of working with public and other funders
- Excellent administrative and organisational skills
- Strong IT skills including computer programmes, email, internet and social networking
- Awareness of the principles and needs of effective marketing, profile and reputation building
- Good numeracy skills, ability to set, manage and monitor budgets with guidance
- Awareness of effective evaluation and impact measurement approaches

#### Desirable

- Previous relevant work experience in the arts and/or education sector
- Understanding of best practice in relation to teaching and education
- 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

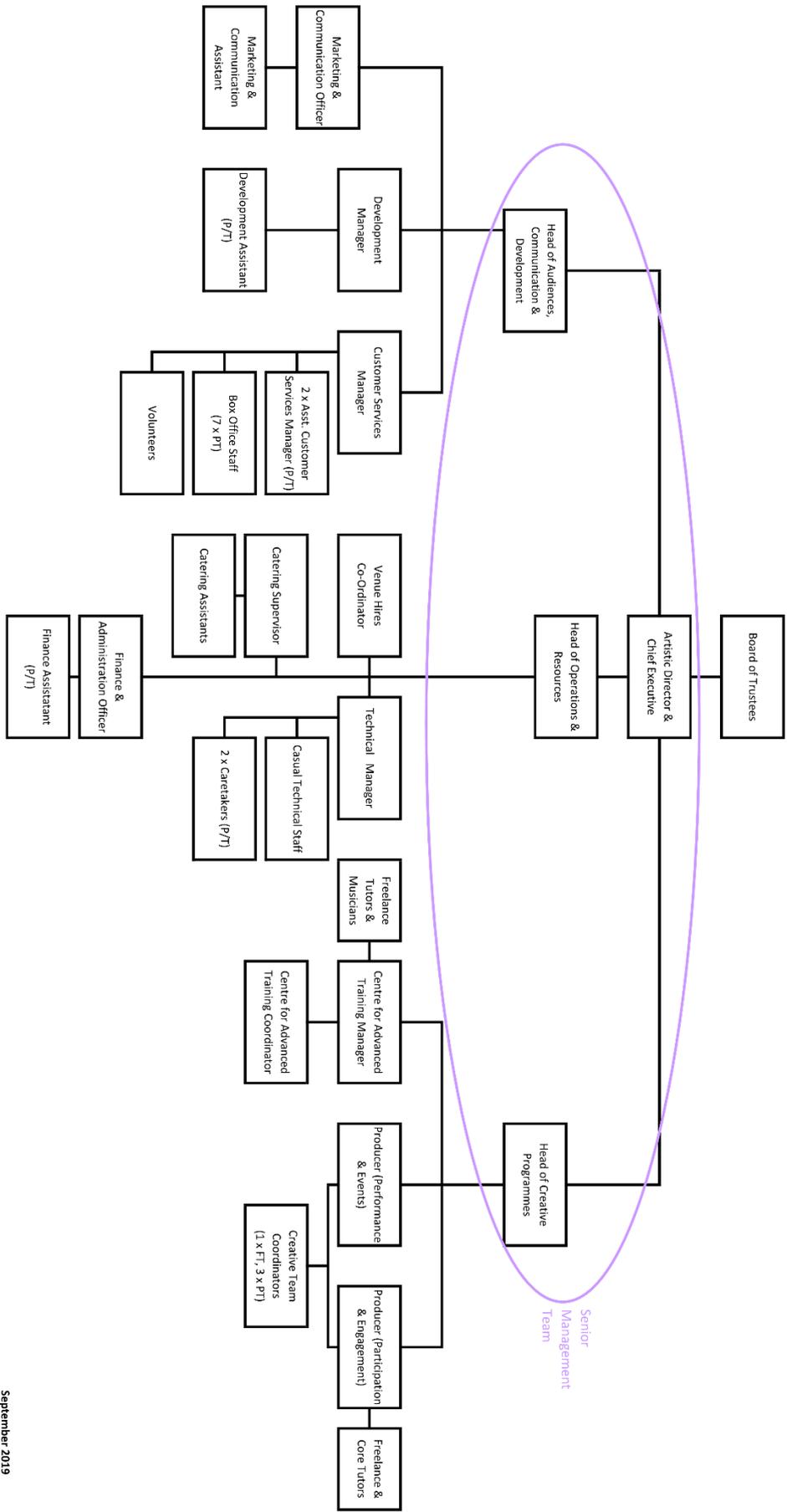
Responsible to:	Producer (Participation & Engagement)
Hours of Work:	37½ hours per week; including evening and weekend work as required, both on and off site
Working Hours:	Core office hours are Monday to Friday, between 10.00.a.m and 4.00.p.m with one hour for lunch. You should agree your working pattern to enable you to work your contracted hours with your line manager. Occasional evening and weekend working will be required.
Salary scale:	£19,767 per annum.
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.
Notice Period:	One week during probation period, rising to two months after successful completion of probation period.
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.
Pension Scheme:	You will automatically be enrolled into a qualifying workplace pension scheme in which both yourself and DanceEast, as your employer, will make monthly contributions to. You do have the option to opt out of the scheme if you wish to.
Additional Benefits:	Complimentary tickets for DanceEast productions and classes (subject to availability); Training and development opportunities; and Staff discount at the DanceHouse café.

**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 also be required to obtain a Chaperone's Licence.

**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



September 2019

## 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 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 Noon on Friday 13<sup>th</sup> September. Applications received after this time will not be considered. Successful applicants will be invited to an interview at the Jerwood DanceHouse, Ipswich on Thursday 19<sup>th</sup> September, and candidates should be available on this date.

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Credit: Chris Nash



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