

DANCEEAST

CREATIVE TEAM COORDINATOR

CANDIDATE BRIEFING

JULY 2017



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**JERWOOD
DANCEHOUSE
IPSWICH**

FIND OUT MORE
01473 295230
DANCEEAST.CO.UK

DanceEast is the curator of the Jerwood DanceHouse the home of Dance in the east of England. Championing excellence in both its artistic programme and service delivery, DanceEast has created a package of activities that are simultaneously artist-centred and audience friendly.

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. Initiatives such as MOKO Dance work in partnership with other national venues to develop the breadth and appeal of dance for young people and families. DanceEast 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 ten 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 and regular performance opportunities 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 2015/16 there were over 47,000 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. 2015/16 Associate Artists included: Alexander Whitley; Rosemary Lee; Anna Williams and UNIT (Tom Hobden & Kate Flurrie). A new cohort of associates will join the organisation in 2017/18.

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 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

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 Post

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

Key Relationships

The post holder is line managed by the Programme Manager or Producer. The post holder will liaise closely with the whole of the Creative Team; as well as working with the Communications & Development Team.

Principle Responsibilities

Programme development

- Primarily responsible for supporting the Producer and Head of Creative Programmes in the administration of, and making arrangements for participatory programmes in and beyond the Jerwood DanceHouse; and occasionally supporting the Performances & Events programme and Centre for Advances 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 classes and events, monitoring attendance, participant and tutor feedback and budgets and making suggestions for improvement and development to the Head of Creative Programmes
- 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 Managers
- 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
- 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
- Be the first point of contact and information for work placements, interns and volunteers as required
- Be the first point of contact for general email and telephone enquiries about DanceEast's programme

Profile development

- Always act and behave in ways that contribute to building DanceEast's reputation as a welcoming, caring organisation
- Cooperate with the Producer, Programme Managers, Head of Creative Programmes, Head of Communications & 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
- 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
- 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
- Experience of effective team working with colleagues in and beyond the organisation
- 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

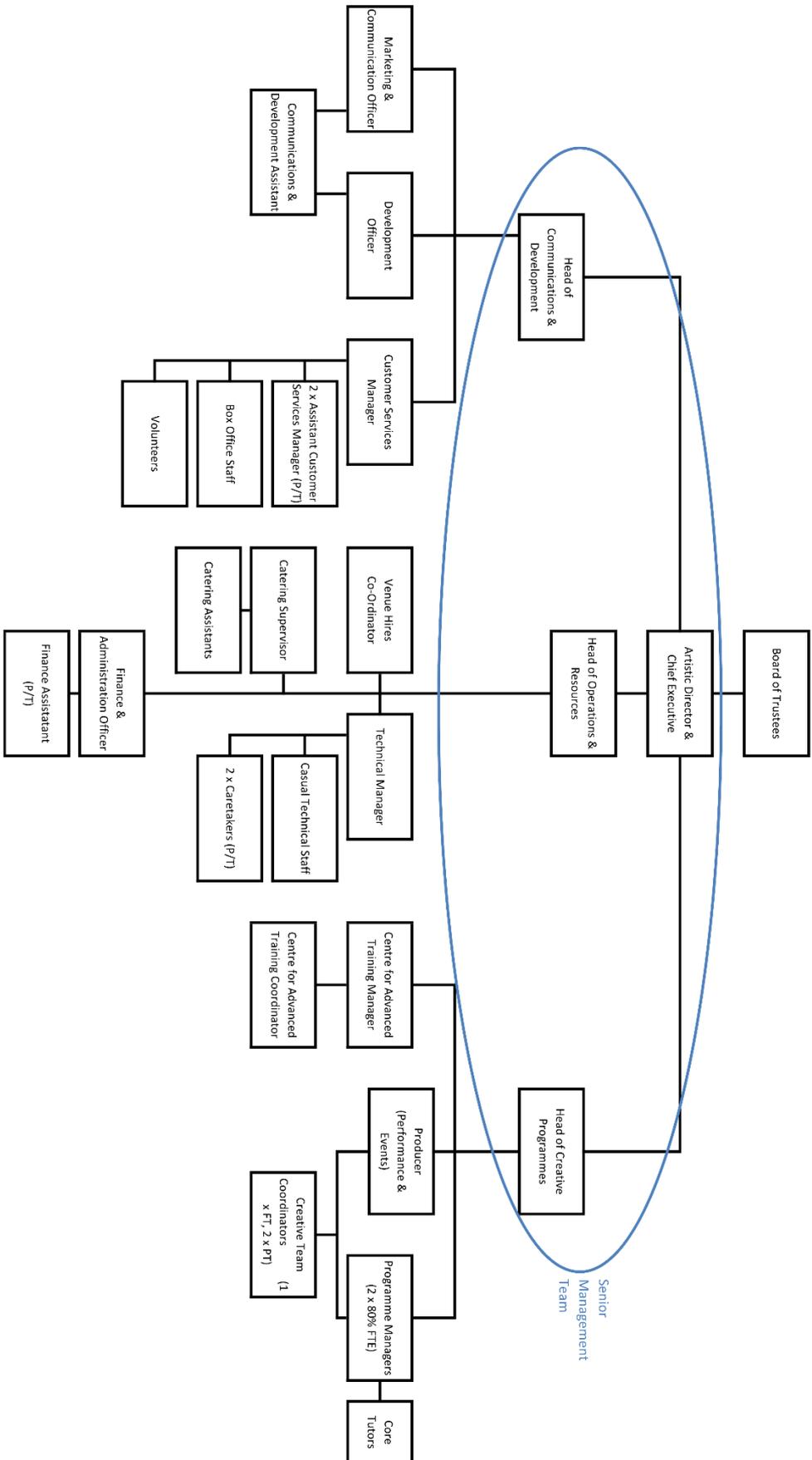
Responsible to:	Programme Manager or Producer
Hours of Work:	5 days (37½ hours) per week or 2½ days (18¾ hours) per week; including evening and weekend work as required
Salary Scale:	£18,800 - £22,922 per annum pro-rata, depending on experience. It is anticipated that appointment will be made within the lower half of the scale.
Holiday Entitlement:	20 days paid holiday per year, pro-rata, increasing to 25 days pro-rata after two years of continuous employment; plus 8 days bank and public holidays, pro-rata
Probation period:	3 months
Notice period:	One week during probation period, rising to one month after successful completion of probation period
Pension Scheme:	Should you meet the required criteria, as laid down by legislation, 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; Staff discount at the DanceHouse café; Childcare vouchers (by means of a salary sacrifice scheme).

The post holder 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



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

Further information about the area can be found at:

www.allaboutipswich.com

www.visitsuffolk.com

www.ipswich.gov.uk

www.suffolk.gov.uk

www.artscouncil.org.uk

The Application Form and Equal Opportunities Monitoring Form should ideally be completed electronically and emailed to 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.

The deadline for receipt of applications is 12.00 noon, Monday 24th July. Applications received after this time will not be considered. Successful applicants will be invited to interview at the Jerwood DanceHouse, Ipswich on Friday 28th July, and candidates should be available on this date.

Cover photo: Scottish Dance Theatre by Brian Hartley



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