

# DANCEEAST

**DEVELOPMENT ASSISTANT**

**CANDIDATE BRIEFING**

**JUNE 2018**



**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. 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 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 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.

## **Purpose of the Post**

This new post will enable the Audiences, Communications & Development Team to successfully implement a new relationships strategy that is fundamental to the future direction of DanceEast. The post-holder will promote the work of DanceEast and support income generation across the organisation – by maintaining and growing positive relationships with individuals, Trust and Foundations, and corporates by providing excellent administrative support.

## **Key Relationships**

The post holder reports to the Development Manager. The post holder will liaise closely with the Head of Audiences, Communications & Development, the Development Manager, the Marketing & Communications Officer and the Marketing & Communications Assistant; as well as working with the Creative and Front of House teams.

## **Principle Responsibilities**

### **Administration and Event Support**

- Provide general administrative support across the team, maintaining records and filing systems
- Monitor the Development inbox, responding to enquiries and /or forwarding to the appropriate staff member for action
- Provide excellent administration of DanceEast's customer relationship management (CRM) system, Spektrix
- Administrate the DanceEast Friends scheme, processing renewals, taking payments and maintaining accurate Gift Aid declarations
- Assist with the production of supporters' communications including drafting quarterly newsletters, invitations and thank you letters
- Support the set-up and take-down of events, administrating invitations, liaising with other departments regarding event logistics, drafting guests lists and staff briefing notes
- Attend DanceEast events and performances sharing responsibility for meeting and greeting audiences
- Support meetings with key funders, scheduling meetings, preparing documents and minuting discussions

### **Communications and Messaging**

- Support the promotion of DanceEast case for support, researching and developing fundraising campaign ideas
- Support the creation of marketing materials relating to fundraising campaigns (including flyers, programmes, leaflets and posters), gathering information, drafting copy and sourcing images
- Assist in the creation of the social media plan to promote the need for, and ways to support DanceEast linked to artistic activity, gathering information across departments and drafting content
- Maintain a database of stories, gathering contact details, drafting case studies and collating quotes
- Play an active part in communicating relevant information across all departments
- Ensure the development pages of on [www.danceeast.co.uk](http://www.danceeast.co.uk) are up to date

### **Research and Reporting**

- Support the team by researching, identifying and recording information regarding prospective funders including Trust and Foundations, individuals and corporates
- Gather information in support of applications and sponsorship proposals, undertaking desk based research and intelligence gathering from colleagues
- Work closely with colleagues from other departments to gather information for reporting to funders and evaluating the impact of their funding
- Assist with building donor profiles, researching, collating and recording information in line with DanceEast Data Protection Policy
- Assist with creating and monitoring feedback questionnaires online (e.g. Survey Monkey) and offline face to face
- Support the team in generating campaign reports and monitoring information by running reports and extracting data from Spektrix

## **General**

- Provide administrative support, including answering phone and email enquiries in a timely and efficient manner
- Assisting at the Reception Desk, when required, by selling tickets over the counter and on the telephone; and being the first point of contact in the building for enquiries and visitors
- Attend and contribute to team and staff meetings
- Maintain office diaries, calendars, etc.
- To at all times carry out duties and responsibilities with regard to DanceEast's Equal Opportunities, Access and Health and Safety Policies.
- To represent the DanceHouse's best interests with suppliers, business contacts and the public
- To undertake other duties as may be reasonably required by DanceEast

## **Person Specification**

### **Attributes**

#### Essential

- Excellent attention to detail
- Excellent verbal and written communication skills
- Knowledge of and interest in the performing arts, especially dance
- Proven team player but also highly self-motivated
- Creative thinker and problem solver
- Reliable, responsible and conscientious
- Highly enthusiastic and motivated and keen to learn new skills
- Able to work on own initiative and meet deadlines
- An outgoing and positive personality

### **Qualifications and Experience**

#### Essential

- Excellent administrative and organisational skills
- Excellent time management skills with proven ability to multi task and prioritise workloads
- Good level of computer literacy, with proficiency in MS Excel and Word
- Articulate and literate with proven written and verbal interpersonal and communication skills.
- Good customer service skills
- Excellent networking skills and demonstrable experience of building relationships with a variety of stakeholders
- Good research skills and experience of presenting information in reports

#### Desirable

- Experience of using box office or CRM systems
- Previous work experience in an arts related or similar organisation
- Experience of working for a publicly funded body
- First Aid qualification
- Current clean driving licence

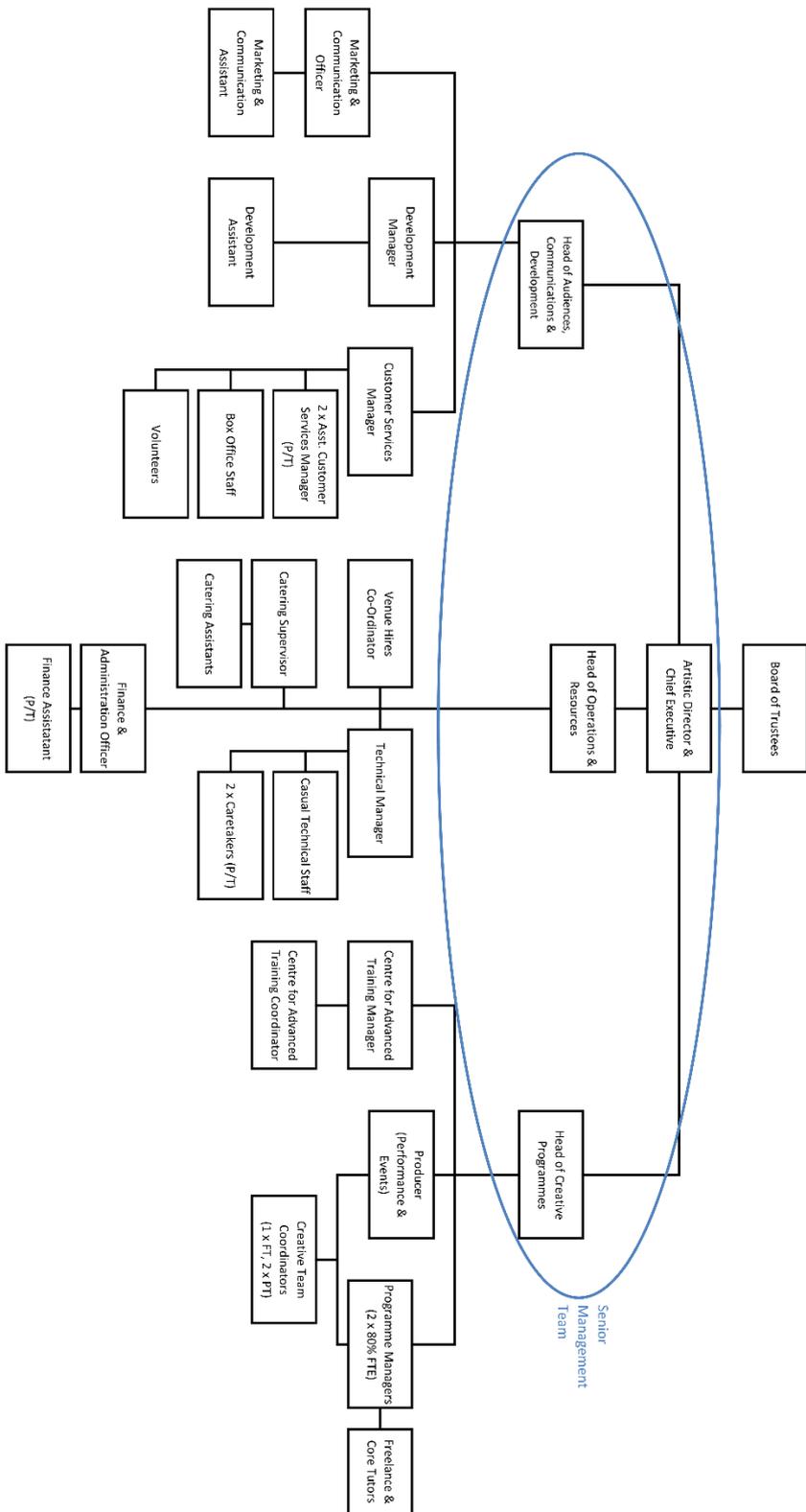
## Terms & Conditions

Responsible to:	Development Manager
Hours of Work:	18.75 hours per week, working pattern to be agreed.
Working Hours:	Core office hours are Monday to Friday, between 9.00.a.m and 5.30.p.m with one hour for lunch. Occasional evening and weekend working will be required.
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 holidays per year, pro-rata.
Probation period:	Three 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.
Salary scale:	£17,000 per annum, pro-rata (£8,500).
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).
Additional Info:	The postholder may be subject to an Enhanced DBS Check on commencement of their employment, and at regular intervals during their employment.

The postholder may 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](http://www.danceeast.co.uk)

Further information about the area may 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)

[www.artscouncil.org.uk](http://www.artscouncil.org.uk)

To apply, 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 & 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 10.00am, Monday 9<sup>th</sup> July. Applications received after this time will not be considered. Successful applicants will be invited to interview at the Jerwood DanceHouse, Ipswich on Monday 16<sup>th</sup> July, and candidates should be available on this date.

Cover photo: Scottish Dance Theatre by Brian Hartley



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