

DANCEEAST

PRODUCER (PARTICIPATION & ENGAGEMENT)

CANDIDATE BRIEFING

November 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. 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

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 Producer (Participation & Engagement) is responsible for cultivating, curating and producing youth and community projects, platforms and dance activities within and beyond the building.

Key Relationships

The post holder reports to the Head of Creative Programmes. The post works closely alongside the Producer (Performances & Events) and the Centre for Advanced Training Manager, line-manages a Creative Team Coordinator and the Core Tutors; and builds relationships with project funders, partners, participating artists and groups, and others.

Principle Responsibilities

Programme development

- Curate and produce projects and events, to contribute to DanceEast's strategic objectives and the ambitions of key partners and funders as relevant, and setting themes and creative parameters, commissioning new work, and selecting and developing existing work as appropriate
- Collaborate with the Head of Creative Programmes and others to identify and cultivate opportunities to showcase the diversity and quality of DanceEast's work through community performances and other events
- Deliver participation projects, performances and events within and beyond the Jerwood DanceHouse; liaising with delivery partners, artists, participants, DanceEast colleagues and others, preparing contracts and ensuring logistical and other arrangements are in place and effectively delivered
- Oversee the development and programming of the class & workshop programme and CPD, in liaison with the Artistic Director & Chief Executive and Head of Creative Programmes
- Develop the range and quality of community performing groups and opportunities in the East of England, including through leading networks, managing DanceEast's performing companies, and providing advice and guidance to partner organisations, artists and group leaders as appropriate
- Make connections between the community performance and events programme and DanceEast's wider Creative Programme, providing information and opportunities for progression

Capacity development

- Line manage staff as required including regular meetings, appraisals, formulating targets and development plans
- Collaborate with the Artistic Director & Chief Executive, the Head of Creative Programmes and others in producing community performances and events that inspire audiences and participants to value DanceEast and be more likely to engage with dance in the future.
- Collaborate with the Head of Creative Programmes, the Head of Operations and Resources and others in setting and monitoring budgets and project delivery plans, overseeing contracts, ensuring programmes are adequately resourced, delivered to the highest possible quality standard, including quality of participant and audience experience
- Carry out risk assessments for off-site events, putting in place measures to mitigate risks including providing chaperones, briefings, and contingency plans as appropriate
- Collaborate with the Producer (Performances & Events), Head of Creative Programmes, Head of Audiences, Communications and Development and others to fundraise for community programmes and initiatives
- Evaluate programmes and projects to identify and disseminate learning to promote continual organisational improvement

Relationship development

- Build, maintain and develop relationships with existing and potential delivery partners including relevant funders, organisations, artists, tutors, students and audiences to cultivate opportunities to initiate and maximise the impact of programmes in and beyond the Jerwood DanceHouse
- Encourage and support the development of networks focussed on participation and engagement activities and events. Build, maintain and develop relationships with relevant local, regional and national organisations and initiatives for example One Dance UK, Bridge Organisations, Local Cultural Education Partnerships, physical activity and civic networks and others

Profile development

- Deliver programmes and events able to contribute to building DanceEast's reputation for world-class excellence and vibrant diversity
- Collaborate with the Head of Audiences, Communications and Development to identify, cultivate and respond to opportunities to raise the profile and public awareness of DanceEast
- Collaborate with the Head of Audiences, Communications & Development to provide content and ideas for awareness-raising and marketing through print, publicity, website and social networks
- To undertake other duties as may be reasonably required by DanceEast

Person Specification

Attributes

Essential

- Strong interpersonal and communication skills with a wide range of people
- A strong advocate, able to motivate and mobilise networks, represent an organisation, communicate a vision and inspire confidence among existing and potential peers and stakeholders
- Able to manage multiple tasks and prioritise while thinking and acting strategically
- Reliable, responsible and conscientious
- 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
- Artistic flair and experience in developing community performance, participation and events programmes in a range of settings, for different audiences, with various groups and capable of inspiring, raising aspiration and promoting engagement
- Knowledge of national dance developments, in particular in the areas of youth and community dance and health and wellbeing
- Understanding of the processes of dance creation and performance, and experience of developing projects and programmes with young people, older people and community groups including intergenerational groups and people with disabilities or specific health needs
- Experience of setting and meeting strategic objectives and/or targets, project planning, budget setting, contracts and logistics, and of project delivery on time and within budget
- Track record in relationship building and working in partnership with a range of funders, agencies, organisations and individuals
- Experience of assessing impact, monitoring, evaluating and reporting on projects and relevant skills and expertise in this area
- Experience of effective team working with colleagues in and beyond the organisation
- Excellent administrative and organisational skills, with sound IT skills
- Good numeracy skills, with the ability to prepare, manage and monitor budgets

Desirable

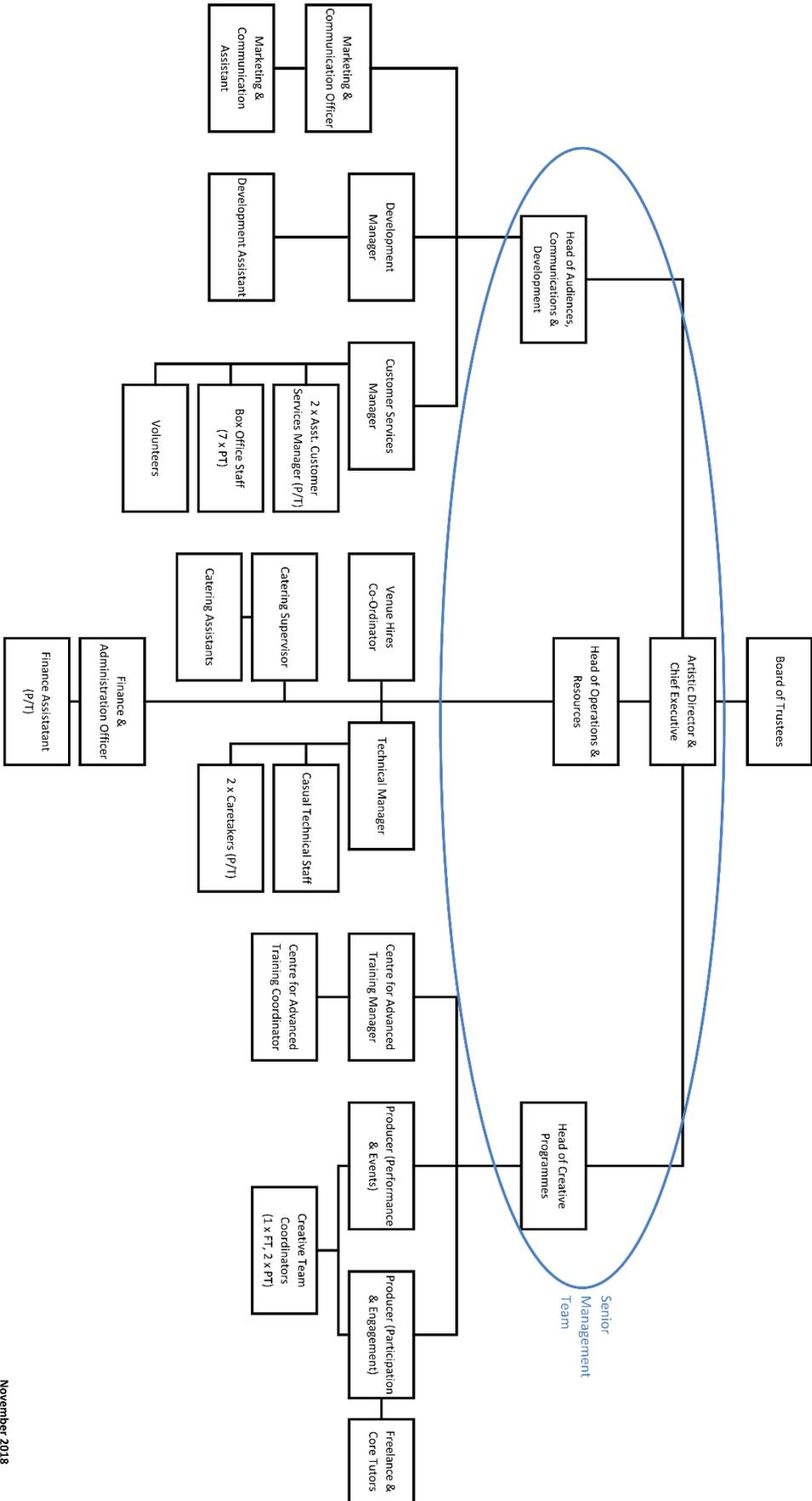
- Previous relevant work experience in the arts and/or education sector
- Experience of working for a publicly funded body
- First Aid qualification
- Current clean driving licence

Terms & Conditions

Salary:	£27,540 per annum.
Responsible to:	Head of Creative Programmes
Responsible for:	Creative Team Coordinator Core Tutors (4 x P/T)
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, including evening and weekend, as required.
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 two months 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.
Relocation:	A small relocation package may be available to suitable applicants.
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



Senior Management Team

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

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.

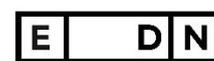
DanceEast is an Equal Opportunities Employer and has a Diversity & Equality Plan aimed at improving the diversity of its workforce. To ensure the effectiveness of the policy and to assist in its development, DanceEast monitors all applications for employment. You are therefore asked to complete the Equal 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 26th 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 10th December, and candidates should be available on this date.

Cover photo: Scottish Dance Theatre by Brian Hartley



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