

DANCEEAST

**PROGRAMME MANAGER
(PERFORMANCE & EVENTS)**

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

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 the Post

As a member of the Creative Team, the Programme Manager (Performance & Events) is responsible for managing DanceEast's programme of performances, projects and events ensuring high quality, effective and efficient delivery including by setting and evaluating objectives, providing planning and logistical requirements, and liaison with artists and companies. The postholder manages major projects within and beyond the Jerwood DanceHouse, and builds relationships with artists and companies, project funders, partners, venues and others.

Key Relationships

The postholder is line managed by the Head of Creative Programmes. The postholder will liaise closely with the Artistic Director & Chief Executive, as well as the whole of the Creative Team. The postholder will also work with the Audiences, Communication & Development Team and the Head of Operations & Resources. The postholder line manages two part-time Creative Team Coordinators.

Principle Responsibilities

Programme development

- Collaborate with the Artistic Director & Chief Executive and Head of Creative Programmes to develop and manage the performance programme to build DanceEast's reputation for diversity, innovation, and quality
- Ensure the effective delivery of the performance programme; liaising with artists, DanceEast colleagues and others, overseeing the negotiation of contracts and ensuring logistical and other arrangements are in place and effectively delivered
- Manage and service partnerships for major initiatives and projects, contributing to the development and delivery of projects and programmes and their legacies as appropriate
- Collaborate with the Producer (Engagement & Participation) to cultivate opportunities for and deliver performances by DanceEast's community performance companies and others, advising on artistic, technical and logistical dimensions of performance programmes and platforms in and beyond the Jerwood DanceHouse

Capacity development

- Line management of staff as required including regular meetings, appraisals, formulating targets and development plans
- Collaborate with the Head of Audiences, Communication & Development and others to build audiences and fundraise for performance programmes and initiatives
- Collaborate with the Artistic Director & Chief Executive, the Head of Operations & Resources and others in setting and monitoring budgets and project delivery plans, ensuring programmes are adequately resourced, delivered to the highest possible quality standard, including quality of customer experience
- 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.
- Collaborate with the Artistic Director & Chief Executive to ensure DanceEast's compliance with relevant legal and good practice frameworks, for example in paying artists
- Collaborate with others to maximise the use of the Jerwood DanceHouse and financial resources available to support performance programmes
- Evaluate programmes and projects to identify and disseminate learning to promote continual organisational improvement

Relationship development

- Build, maintain and develop relationships with relevant funders, agencies, organisations, artists, tutors, students and audiences to cultivate opportunities to initiate and maximise the impact of programmes in and beyond the Jerwood DanceHouse
- Manage DanceEast's commissioning funds and in-kind support to artists and companies
- Encourage and support the development of networks of venues presenting dance across and beyond the East of England, encouraging connections with national initiatives

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, Communication & Development to identify, cultivate and respond to opportunities to raise the profile and public awareness of DanceEast
- Collaborate with the Head of Audiences, Communication & Development to provide content and ideas for awareness-raising and marketing through print, publicity, website and social networks

Personal Specification

Attributes

Essential

- Strong interpersonal, spoken and written skills, ability to prepare and monitor budgets
- Able to manage multiple tasks and prioritise while thinking and acting strategically
- Commitment to excellence in all forms of dance practice and engagement
- Commitment to diversity and best practice in promoting equality of opportunity
- 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
- 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 of national dance developments
- Track record in the management of high-quality performance programmes and in building audiences for dance
- Experience of monitoring, evaluating and reporting on projects
- Knowledge and understanding of national tour booking and tour management
- Expertise and interest in a range of digital tools, new technologies and programmes
- Experience of effective team working with colleagues in and beyond the organisation
- Track record in relationship building and working in partnership with a range of funders, agencies, organisations and individuals
- Experience of working in a dance, arts or theatre venue
- Understanding and experience of contracts and managing relationships with artists and companies from initial discussion through planning, commissioning, confirming arrangements to post-event follow-up and evaluation

Desirable

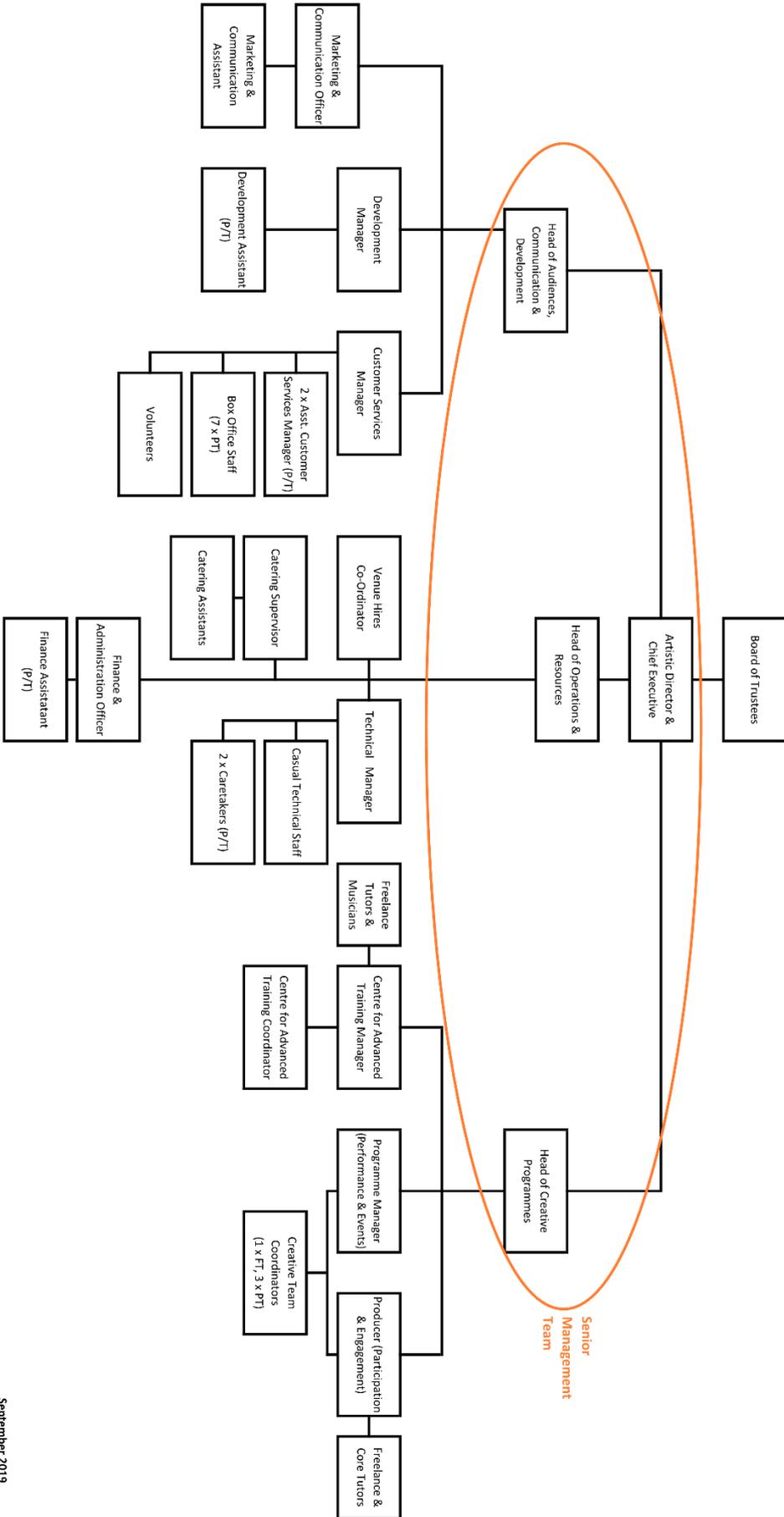
- Experience of using box office or CRM systems
- Experience of working for a publicly funded body
- Experience of programming outdoor spaces
- An interest in new technologies
- First Aid qualification
- Current clean driving licence

Terms & Conditions

Responsible to:	Head of Creative Programmes
Responsible for:	Creative Team Coordinators x 2 (P/T)
Salary Scale:	£25,500 - £27,000 per annum, depending on experience.
Hours of Work:	5 days (37.5 hours) per week; including evening and weekend work as required, both on and off site
Working Hours:	You should agree your working pattern with your line manager to enable you to work your contracted hours. The standard working week is Monday to Friday, 9am to 5.30pm. However, DanceEast welcomes flexible working with daily start times of up to 10.00 am; and finish times from 4.00pm.
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 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.
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 also be required to obtain a Local Authority Chaperone's Licence.
Additional Benefits:	Complimentary tickets for DanceEast productions and classes (subject to availability); Training and development opportunities; and Staff discount at the DanceHouse café.

**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

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.

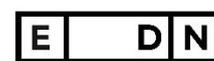
DanceEast is an Equal Opportunities Employer and has a Diversity & Equality Plan aimed at improving the diversity of its workforce. To ensure the effectiveness of the policy and to assist in its development, DanceEast monitors all applications for employment. You are therefore asked to complete the Equal 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 Noon on Friday 27th September. Applications received after this time will not be considered. Successful applicants will be invited to an interview at the Jerwood DanceHouse, Ipswich on Monday 7th October, and candidates should be available on this date.

Cover photo: Scottish Dance Theatre by Brian Hartley



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