

DANCEEAST

Programme Manager

Candidate briefing

July 2024



MOVE | BE MOVED

**JERWOOD
DANCEHOUSE
IPSWICH**

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About the role

The Programme Manager oversees a portfolio of participatory classes, programmes, workshops, and events that are central to DanceEast's Creative Programme. Working alongside colleagues from the Creative Team, the post focusses on an established offer at the Jerwood DanceHouse and beyond.

The current portfolio includes the classes and workshops programme which provides 26 classes a week for ages 0 – 50+ including: creative health classes; Dance for Parkinson's (a partnership with English National Ballet); and Moving Minds (a partnership with Inside Out Community). In addition to regular classes, there are a range of regular holiday clubs and workshops which relate to local connections and visiting touring companies, as well as schools' workshops and performances. The programme offers bursary places for children and adults on low income to ensure equitable access in line with what we know about the need in our local communities.

The Programme Manager enjoys a close working relationship with the Producer, Centre for Advanced Training Manager and wider Creative Team. Together they ensure connections between areas of work, audiences, and opportunities, promoting DanceEast's offer as one all-encompassing programme. This connection enables team members to offer cross-team support, collaborative ideas generation, and problem solving.

About DanceEast

DanceEast's vision is a world where everyone can benefit from the vital and life-enhancing power of dance.

Based at the state-of-the-art Jerwood DanceHouse on the Ipswich Waterfront, and operating in the East of England and beyond, our mission is to create new and exciting ways for people to *move or be moved*, through participating in, experiencing, or producing dance at its very best. We promote dance as an avenue for self-expression, discovery, and fulfilment; to enhance health and wellbeing; and as a tool to unite people and communities.

Three values drive us forwards: a passionate pursuit of quality, a commitment to making dance compelling, accessible, and inclusive for everyone, and a determination to focus effort and investment where it has the greatest impact.

Our operations and strategy are informed by six guiding principles:

- To be a leading voice in dance and a principal talent and ideas incubator - delivering an accessible, inclusive, and relevant creative programme
- To be a national leader in digital dance innovation
- To be an exemplar organisation, with strategic governance, model financial and operational management and a dynamic approach to business planning
- To minimise our environmental impact
- To remain a beacon of excellence, enhancing the profile of Ipswich, Suffolk, and the East of England.

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As one of the UK's leading dance organisations and the home of dance in the East of England, our work is consistently excellent, and our impact is felt locally, regionally, and nationally. Each year our programme reaches up to 40,000 attendances annually. Our outreach activities focus on people facing disadvantage as well as those traditionally under-represented in arts engagement; we give more people the chance to experience and create the highest quality dance, for the greatest benefit of all. More information about DanceEast can be found at www.danceeast.co.uk.

"It's wonderful when something that seems so impossible starts to become possible."
Over 50s Contemporary participant

"She absolutely loves the creative class and her confidence has increased so much! It also improves her social and emotional skills. Without the bursary she would not be able to attend." DanceEast Bursary Fund recipient



Care to Dance? 2024
© Amy Falla

Purpose of the Post

As a member of the Creative Team, the Programme Manager is responsible for managing DanceEast's ongoing programme of classes, workshops, projects, and events ensuring high quality, effective and efficient delivery, including by setting and evaluating objectives, providing planning and logistical requirements, and liaising with artists and companies. The role collaborates closely with the Producer, Centre for Advanced Training Manager, Programme Coordinators, and other colleagues to develop, deliver, monitor and assess the creative programme, develop audiences, and support artists. The Programme Manager also collaborates with colleagues to ensure that the participatory programme integrates with the work of the Centre for Advanced Training, the professional artist programme and other on-site and off-site activities.

Key relationships

Internal: Head of Creative Programmes, Producer, Centre for Advanced Training Manager, Programme Coordinators, CAT Officer, Marketing & Communications Manager, Sales & Venue Manager and team, Freelance artists and musicians.

External: Touring companies, Schools & Teachers, Key Funders, Audience Ambassadors, local community organisations and other partners, such as local authority contacts.

Principle Responsibilities

Programme development

- Design and deliver programme content which contributes to DanceEast's strategic objectives as set out in the Business Plan and major funder contracts
- Collaborate with the Artistic Director & Chief Executive and Head of Creative Programmes to develop and manage the regular participatory programme to build DanceEast's reputation for diversity, innovation, and quality
- Ensure the effective delivery of the regular participatory programme; liaising with freelance artists and musicians, setting objectives, themes and creative parameters with DanceEast colleagues and others
- Overseeing the negotiation of contracts and ensuring logistical and other arrangements are in place and effectively delivered, monitored and evaluated
- Make connections and progression routes between the participatory programme and other aspects of DanceEast's creative programme (performances, schools, training, project development, programming, etc.)
- Collaborate with the Producer and Centre for Advanced Training Manager to support the management and delivery of schools' outreach and on-site activity, including Centre for Advanced Training recruitment activity, one-off projects, and regular classes.

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Capacity development

- Collaborate with the Head of Communications and Development, Development Manager and others to build audiences and contribute to fundraising for participatory programmes and initiatives, including the DanceEast Bursary Scheme
- 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 and quality of artistic delivery
- Collaborate with the wider Creative Team to ensure DanceEast's compliance with relevant legal and good practice frameworks, for example in collaborating with artists and safeguarding participants
- Conduct risk assessments for on and off-site events, putting in place measures to mitigate risks including providing chaperones, briefings and contingency plans as appropriate and ensuring organisational compliance with guidance such as the Child Licensing regulations
- Collaborate with others to maximise the use of the Jerwood DanceHouse and financial resources available to support participatory programmes
- Collect and collate data and evaluate impact of 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 maximise the impact of programmes in and beyond the Jerwood DanceHouse
- In partnership with Development colleagues, build, maintain and develop relationships with key funders and partners
- Together with the Head of Creative Programmes and Creative Team, set, monitor and deliver against key performance targets relating to priorities of DanceEast and key funders (through Business Plan, Arts Council England Investment Principles and Activity Plans and key funder measures).

Profile development

- Deliver programmes and events able to contribute to building DanceEast's reputation for world-class excellence and vibrant diversity
- Collaborate with the Marketing & Communications Manager and Head of Communications and Development to identify, cultivate and respond to opportunities to raise the profile and public awareness of DanceEast
- Collaborate with the Marketing & Communications Manager and Head of Communications and Development to provide content and ideas for awareness-raising and marketing through print, publicity, website and social networks.

At DanceEast we are committed to creating a diverse, inclusive workforce that is reflective and representative of the diversity of our communities.

We recognise that difference is a strength, and our working environment is one where every individual's unique contribution is valued and respected.

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Person specification

Attributes

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Essential

- Commitment to excellence in all forms of dance practice and engagement **and an ability to identify quality dance practice**
- Commitment to diversity and best practice in promoting equality of opportunity
- Strong interpersonal, spoken and written skills, ability to prepare and monitor budgets
- Able to manage multiple tasks and prioritise while thinking and acting strategically
- 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

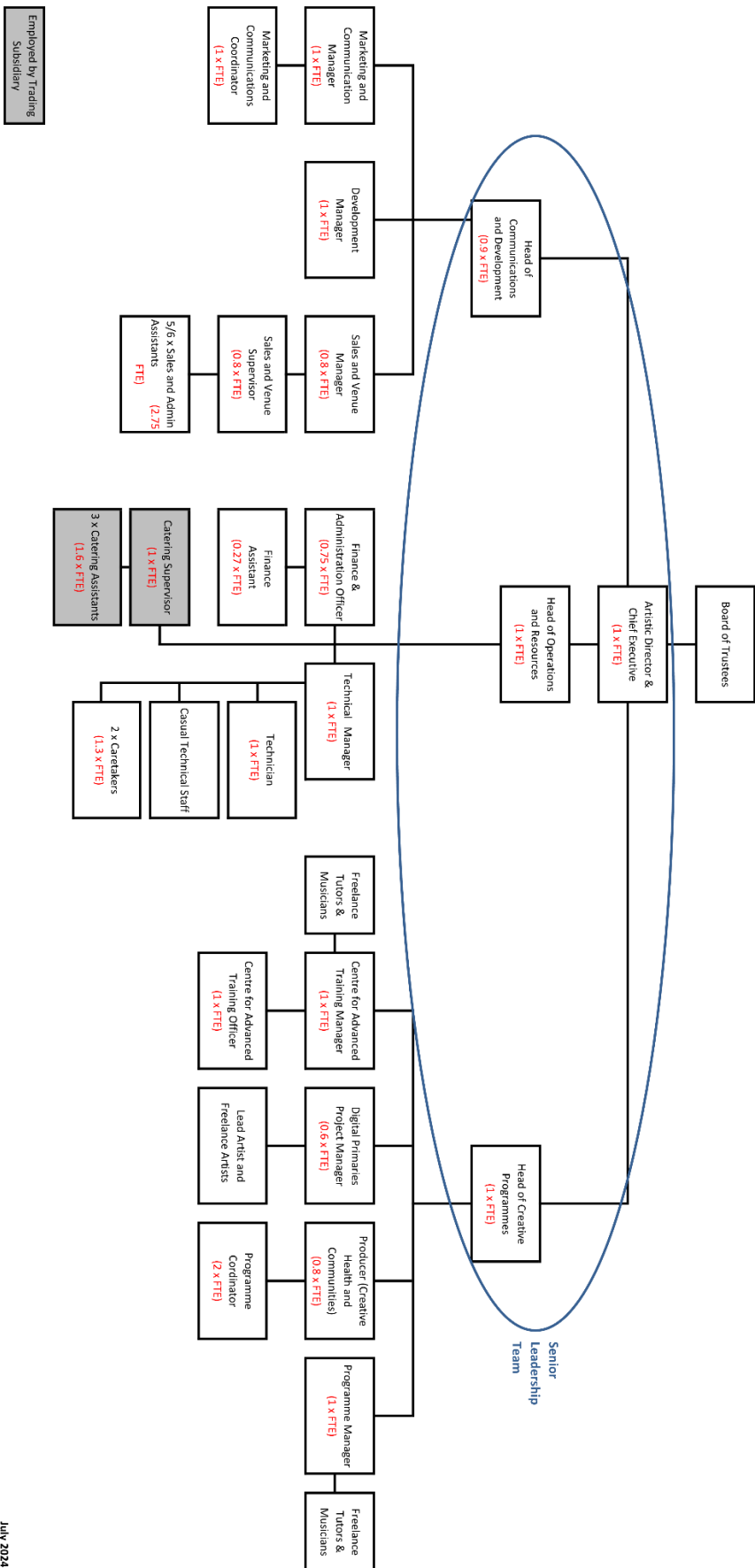
- Educated to degree level in dance; and/or dance teaching qualification; or equivalent
- Track record in the management of **high-quality** participatory programmes and in building audiences for dance
- Experience of monitoring, evaluating and reporting on projects and programmes
- Experience of effective 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
- Knowledge of national dance developments and best practice in dance participation, education, and pedagogy
- Experience of working in a dance, arts or theatre venue, **preferably in the subsidised arts sector**
- Understanding and experience of contracts and managing relationships with artists and companies from initial discussion through planning, contracting, 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
- Prior experience working with new technologies, environmental responsibility and / or Equity, Diversity and Inclusion which are three priority areas for DanceEast.

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Organisational structure



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Terms and Conditions

Salary scale:	£28,500 - £30,500 per annum, depending on experience.
Responsible to:	Head of Creative Programmes
Hours of Work:	37½ hours per week, normally worked over five days.
Working Hours:	The standard working week is Monday to Friday, 9am to 5.30pm, with one hour for lunch. The organisation welcomes flexible working with daily start times of up to 10am and finish times from 4pm, and you should agree your exact working pattern with your line manager. Occasional evening and weekend working will be required.
Place of Work:	Jerwood DanceHouse, Ipswich, IP4 1DW. By the very nature of the role and organisation, office working will be the default position, with a minimum of four days in the office per week.
Holiday Entitlement:	20 days paid holiday per year increasing to 25 days after two years of continuous employment; plus statutory UK 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:	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.
Safeguarding:	The successful applicant 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 and undertake safeguarding training.
Relocation:	A small relocation package may be available to suitable applicants.
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.**

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Making an application

Applications should be made on the enclosed [Application Form](#).

Candidates should provide detailed information in their application which clearly demonstrates how they meet each of the essential criteria listed in the person specification. The shortlisting panel will assess applications solely on the information supplied, so it is essential that your responses correspond to these criteria.

DanceEast recognises the value of having a diverse workforce and is actively seeking to broaden the range of people represented in our workforce. We therefore welcome applications from candidates from a wide range of ages, backgrounds and lifestyles and make all reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to conduct their role.

For an informal conversation about the role contact lucy.bayliss@danceeast.co.uk. If you have any access needs, and/or feel you would benefit from any reasonable adjustments to allow you to fully participate in the application and selection process, please get in touch with HR@danceeast.co.uk.

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 [Application Form](#) and [Equal Opportunities Monitoring Form](#) should ideally be completed electronically and emailed to HR@danceeast.co.uk. Please note that CVs will only be considered when attached to a fully completed application form.

Completed applications must arrive at DanceEast by Noon on **Wednesday 24th July**. Successful candidates will be invited to an interview at the Jerwood DanceHouse on **Wednesday 31 July or Thursday 01 August**, and candidates should be available on these dates.

*Cover photo: Underwater by Xenia Aidonopoulou and Georgia Tegou
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