

DANCEEAST

PROGRAMME COORDINATOR
(Theatre, Residencies, Projects)

CANDIDATE BRIEFING

May 2024



MOVE | BE MOVED

**JERWOOD
DANCEHOUSE
IPSWICH**

FIND OUT MORE
01473 295230
DANCEEAST.CO.UK

About the Role

Having recently recruited a Programme Coordinator to join the Creative Team, DanceEast are now seeking to recruit a second Programme Coordinator for a complementary but separate workload. The successful candidate will ensure the effective delivery of performances, residencies, projects and events within and beyond the Jerwood DanceHouse.

We are looking for an enthusiastic and dynamic individual with a knowledge of and a strong interest in dance. You will have strong IT skills and be able to manage multiple tasks and prioritise effectively. You will have an eye for detail with good interpersonal, communication and numeracy skills. This post would suit someone with an interest in developing a career in dance management or producing.

About DanceEast

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

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.

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 40,000 attendances of participatory activities and 13,000 attendances of performances both in the theatre and outdoors. 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.

Further information about DanceEast can be found at www.danceeast.co.uk

Purpose of the Post

As a member of the Creative Team, the Programme Coordinator (Theatre, Residencies, Projects) provides organisational and administrative support for the Creative Programme, working closely with the Head of Creative Programmes and Producers and Artistic Associate, to ensure the effective delivery of performances, residencies, projects and events within and beyond the Jerwood DanceHouse.

Key Relationships

The post holder reports to the Producer (Participation & Engagement). The post holder will work closely with the Artistic Director & Chief Executive, the Head of Creative Programmes and the Artistic Associate; and builds relationships with freelance staff, project funders, partners, participating artists and groups, and others.

Principle Responsibilities

Programme Development

- Primarily responsible for supporting the Head of Creative Programmes, Artistic Director & Chief Executive, and Producer (Participation & Engagement) in the administration of, and making arrangements for, residencies, projects and events within and beyond the Jerwood DanceHouse
- Liaise with others to book dance artists, space and equipment, make travel, accommodation and refreshments arrangements as required, and ensure all involved have appropriate and relevant information
- Collate information to contribute to monitoring and reporting, building and maintaining systems for the storage and retrieval of data.

Capacity Development

- Maintain all administrative systems for the devising, planning, delivery and evaluation of participatory projects and events
- Maintain communication with colleagues in the Sales & Admin team with regards to contracting artists, scheduling space as well as performance and event related information
- 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, artists, 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 as required; 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
- In collaboration with the Head of Creative Programmes, Artistic Director & Chief Executive & Artistic Associate, support and maintain relationships with artists and visiting companies during their time at the Jerwood DanceHouse
- Be the first point of contact and information for artist space enquiries, programming enquiries, work placements, interns and volunteers relating to specific programmes, as required
- Be the first point of contact for general email and telephone enquiries about the work of the Creative Team.

Profile Development

- Support DanceEast's external relationships by attending and presenting at meetings and events as required
- Always act and behave in ways that contribute to building DanceEast's reputation as a welcoming, caring organisation
- Provide information to the Audiences, Communications & Development team to inform social media and news content and maintain DanceEast's public profile.

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.

Person Specification

Essential

- A sound knowledge and appreciation of dance and a commitment to maintaining current knowledge of the dance sector
- Proactive approach: able to generate own workload across a broad range of projects, work at pace, on own initiative and meet deadlines
- A positive and curious approach and ability to collaborate with others
- Understanding of the principles of effective administration including planning, scheduling, data storage and retrieval and logistics
- Able to be organised and systematic about managing, storing and retrieving information
- Experience of administrating events in the arts or other sector context
- Experience of effective team working and understanding of the needs of supporting a team
- Able to collate information accurately and consistently to contribute to the evaluation of the impact(s) and reporting of dance programmes
- Good interpersonal, communication and numeracy skills
- Commitment to equity, diversity and inclusion and best practice in these areas
- Strong IT skills including computer programmes, email, internet, and social networking
- Good numeracy skills, ability to set, manage and monitor budgets with guidance
- Able to manage multiple tasks and prioritise, managing time effectively
- Commitment to living locally, able to travel regionally, nationally and internationally, and to work evenings and weekends as required.

Desirable

- A commitment to Environmental Responsibility
- Awareness the requirements and demands of working with public and other funders
- Excellent administrative and organisational skills
- An interest in digital programmes and ability to work with software and apps to support data management, presentations and analysis.
- First Aid qualification
- Current clean driving license.

Terms & Conditions

Salary:	£23,857 per annum.
Responsible to:	Producer (Participation & Engagement).
Hours of Work:	37½ hours per week, normally worked over five days; including some evening and weekend work, as 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, but flexibility will be available for some hybrid working.
Holiday Entitlement:	20 days paid holiday per year increasing to 25 days after two years of continuous employment; plus statutory UK 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:	The successful applicant will automatically be enrolled into a qualifying workplace pension scheme in which both yourself and DanceEast will make monthly contributions of 4% each. 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, unless one is already held and acceptable to DanceEast. The postholder may be required to obtain a 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



January 2024

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 recognise 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 carry out their role.

For an informal conversation about the role contact chrissie.meikle@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; 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.

Completed applications must arrive at DanceEast by Noon on Thursday 13th June. Successful candidates will be invited to an interview at the Jerwood DanceHouse on Thursday 20th June, and candidates should be available on this date.

Cover photo: Underwater by Xenia Aidonopoulou and Georgia Tegou
Photographer: Celia Topping



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