

SENIOR PRODUCER APPLICATION PACK



Pictured: Richard Chappell Dance performing *Hot House*
Image credit: Jack Thomson

PERMANENT, FULL TIME

Salary: £36,000 - £39,000 gross per annum

To work with the Artistic Director & CEO and Senior Fundraising Manager to plan, produce and deliver agreed areas of the organisation's artist development and commissioning programmes, and a range of producing and delivery, in line with Dance City's artistic vision and programme objectives. To champion representation, accessibility, and inclusion across all programmes, producing and working practices.

INTRODUCTION

Thank you for your interest in Dance City.

The Senior Producer role is a pivotal role in supporting Dance City's three cornerstones of Arts, Health and Learning. You will be at the forefront of developing the theatre programme and dance artist support working in partnership with Dance City's Artistic Director.

Our ambitious business plan sets the tone of the work we would like to be doing to make the deep impact with our communities. We are at once about the North East and the world. We wish to ensure that the foundations and support structures exist for dance artists to make their best work possible, and that this work can be experienced in the North East and further afield. Our communities should be able to experience and participate in fabulous dance opportunities with artists locally, nationally and internationally. When an artist visits us, we want to ensure they feel looked after, so that when they go back to where home is, they take a piece of the North East back in their heart with them.

Dance City has a great team of dedicated and expert dance professionals working across our programmes to deliver great dance experiences. As a team player and relationship builder, you will forge meaningful relationships across Dance City and with key external stakeholders to contribute to the success of Dance City, our artists and the community.

Our mission is to ensure the North East is the best place to dance and experience dance. You'll work in an organisation where you can see the difference you make every day.

If this sounds like you, we look forward to hearing from you.



Anand Bhatt
Artistic Director
& CEO



Catherine Johns
Executive Director

ABOUT DANCE CITY

We believe in the power of dance to invigorate people and communities, and for dance to hold a special place in people's hearts. Our mission is to ensure the North East is the best place to dance and experience dance.

Dance City is the biggest dance house in the North of England, employing around 130 staff and freelancers. We are responsible for dance development in the whole of the North East region and a population of 2.5 million.

We are a **Catalyst, Convener and Creator** of excellent dance and movement experiences from the North East, for the North East and the world.

A Theatre Dedicated To Dance

Dance City has an intimate 240 seat theatre dedicated to showcasing dance performances from the North East, the UK and across the globe.

Dance For Every Body

Pre-COVID we were offering 113 classes a week and generating more than £260K in annual income. We are building back our public participation programme in a challenging landscape.

Dance Careers Start Here

The Dance City Training Academy offers specialist dance training for gifted and talented young people from age 10 through our Centre for Advanced Dance Training (CAT), in partnership with the Department for Education, and our BA (Hons) Professional Dance in partnership with University of Sunderland.

Dance Careers Thrive Here

Public subsidy and surplus commercial income allow us to be at the heart of the art - supporting dancers to live their creative careers. We offer professional artists in the north east free daily dance classes, commission opportunities, CPD, free studio space and much more.

Communities Dance With Us

Dance City is not a building, Dance City has a building. Our engagement team gets generations moving from Berwick to Middlesbrough, Hexham to South Shields, in schools, community centres, parks, playgrounds and more.



SENIOR PRODUCER

JOB DESCRIPTION

CONTRACT:

Permanent

SALARY:

£36,000-£39,000 gross per annum

PROBATIONARY PERIOD:

6 months

LOCATION:

Dance City, Temple Street, Newcastle upon Tyne, NE1 4BR

NOTICE PERIOD:

1 week during probationary period, 12 weeks on satisfactory completion of probationary period

HOURS:

40 hours per week (1.0 FTE), working pattern to be agreed with the Artistic Director & CEO.

OVERTIME:

Overtime is not paid. Time off in lieu (TOIL) may be taken for any extra hours worked, as authorised by your line manager.

We welcome remote/home-working applications, however, please note the role will require the post-holder to be based in the office 3 days per week as a minimum.

ORGANISATIONAL RELATIONSHIPS:

Post holder reports to the Artistic Director & CEO

Evening and weekend working will also be required when needed to fulfil the demands of the role. The post-holder will also be required to travel in the North East region, across the UK and internationally from time to time to further the objectives of the post-holder and organisation.

PRIMARY DUTIES:

Theatre Programme:

- Work together with the Artistic Director & CEO to take ideas and consider the viability of programming options and their potential artistic, financial and audience impact.
- Work together with the Artistic Director & CEO on the planning, production, coordination and delivery of Dance City's performance programme, events, and projects (including non-dance programmed events)
- Lead on administration and contractual matters with visiting companies, delegating some tasks as appropriate and as resources permit.
- Lead on the monitoring and evaluation of programmed work to inform future decision making.
- Act as the day-to-day liaison for co-production partners and visiting companies

- In collaboration with the Artistic Director & CEO, and other colleagues as appropriate, research, develop and lead on programmes of work that support the development of artists and the art form of dance, in line with Dance City's business plan.
- In collaboration with colleagues lead on commissioning projects in line with Dance City's business plan.
- Develop and maintain effective working relationships with current and new networks, co-partners and co-creators to develop tangible outcomes for the professional dance sector in the North-East and beyond.
- Service and maintain networks and work closely with stakeholders (public, artists, creatives, freelancers, investors and partners) to ensure programme delivery requirements are met.
- In collaboration with the Technical Manager, manage effective scheduling and production planning, and ensure that all technical, health and safety, risk assessments, licensing and legal requirements are met
- Provide appropriate marketing information for programmes of work
- Prepare activity reports to the Dance City Board of Trustees Artistic Committee
- Undertake data collection and monitoring processes as required by Arts Council England
- Undertake data collection and monitoring processes as required by Artistic Director & CEO and Dance City Board of Trustees

Artist Development:

- Act as the day-to-day liaison for artists at Dance City
- Advocate, support and champion Dance and Dance Artists working and living in the North East of England
- Lead on the programme of Professional Dance Artist activity, to include professional classes, CPD activity, and showcase opportunities
- Support and nurture existing relationships that support artist development, underpinned by open, equitable working practices, and cultivate new relationships and Dance City's network
- Invite programmers, producers, directors and others to see work by dance artists supported by Dance City
- Work closely with visiting dance artists and companies to extend the opportunities for dance artists in the North East to learn from their practice.
- Support professional dance artists/ companies in their fundraising and producing activity where appropriate
- Lead the producing, programming and manage the delivery of the Dance City residency programme, maximising opportunity, professional dance artist exposure and additionally audience engagement

Fundraising:

Work collaboratively with the Senior Fundraising Manager to:

- Research and submit funding applications, relevant to producing activity and as directed by the Artistic Director & CEO and, work alongside other Dance City colleagues to realise fundraising

- Pro-actively seek and raise funding for Dance City's commissioning and artist development activities
- Undertake data collection and monitoring processes as required by stake holders/funders
- Provide reports and evaluations to stakeholders/funders as required

Financial duties:

- In agreement with the Artistic Director & CEO, negotiate deals and contracts, with artists, contractors, venues and partners, as required, in line with agreed processes and templates
- Co-manage with Artistic Director & CEO and monitor the artistic programme budget ensuring strong financial control

Relationship and Stakeholder Management:

- To become a recognised colleague at Dance City who maintains and cultivates relationships inside and outside the organisation.
- Attend Dance City and stakeholder events as required to maintain and develop the profile of Dance City and the artists we support

General Duties and Responsibilities:

Communications

Employees will actively participate in team meetings, formal and informal, use communications channels respectfully, be responsive to requests from other members of the team, and liaise with managers, trustees and stakeholders as appropriate.

Information Management

Employees will adhere to information management requirements regarding the gathering and analysis of data.

Confidentiality

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

Equality and Diversity

Dance City is committed to giving everyone an equal chance to live, learn, and work free from discrimination and prejudice. Employees are required to abide by this principle and Dance City policies.

Sustainability and Ethical Practice

Dance City is committed to becoming carbon neutral and to ensuring the highest standards of ethical practice. Employees are required to demonstrate support for these principles.

Appraisal and Personal Development

Employees have a responsibility to commit to the appraisal process and to their own personal and professional development.

Financial Management

Employees have a responsibility to be familiar with Dance City's Financial Policies and to adhere to them.

Health and Safety

Employees have a responsibility to be familiar with Dance City's Health and Safety Handbook and to adhere to all procedures contained within it.

Quality Assurance

Employees have a duty to contribute to continuous improvement in all aspects of the organisation.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out such other duties as may be necessary from time to time.

PERSON SPECIFICATION

ESSENTIAL:

Skills, Knowledge and Experience:

- Minimum three years' experience of working in a producing role
- Experience of fundraising for creative programmes and projects
- Knowledge of Arts Council England
- Knowledge of wider public funding opportunities from Arts (e.g. British Council or Embassy/Cultural Attaches), Education and Health
- Experience of initiating and executing creative development programmes
- Knowledge of data protection principles
- Knowledge of Equality, Diversity & Inclusion
- Excellent computer literacy with software systems including Microsoft Office, Outlook.
- Willingness to learn house IT software packages
- Strong written and verbal communication skills
- A high level of practical and organisational skills

Characteristics:

- An enthusiastic, team player with a positive attitude
- Ability to work flexibly
- Attention to detail
- A high degree of self-motivation and discipline
- Commitment to Continual Professional Development
- Ability to work in a changing and flexible organisation
- Ability to assess situations, act on own initiative and justify decision-making
- Ability to build rapport with people from all backgrounds, of all abilities, and of all ages

DESIRABLE:

Qualification:

- Degree in any subject

Skills, Knowledge and Experience:

- Liaison across an organisation
- Experience of working in a cultural organisation
- Interest in dance
- Experience of international artist work
- Venue programming experience
- Multi-artform programming
- Knowledge of the UK dance sector
- Some knowledge of building operation and facilities management
- Experience in cash handling
- Line management
- Knowledge of safeguarding
- Health and Safety awareness – First Aid and Fire Warden trained (or willingness to become so)
- Report writing for stakeholders including board of trustees

HOW TO APPLY

Please send a completed application form, along with a completed Equality Monitoring Form to philippa.mcardle@dancecity.co.uk by 12 noon on Friday 19 July 2024 . Interviews will be held at Dance City on Tuesday 30 July 2024.

Please note that any offers of employment are subject to two satisfactory references, of which one must be from a current or most recent employer. Evidence of right to work in the UK is also required.



For an informal chat about the role, please contact Anand Bhatt, Artistic Director & CEO: anand.bhatt@dancecity.co.uk

If you require this information in a different format, or would rather submit a video or audio file, please let Philippa McArdle, HR Manager, know and we can enable this to happen.

Dance City actively encourages applications from those with less visibility in the arts. We specifically welcome applications from women, disabled people and those from Black, Asian, ethnically diverse, LGBTQ+ and international backgrounds with the right to work in the UK.

Dance City,
Temple Street,
Newcastle upon Tyne
NE1 4BR

0191 2610505
dancecity.co.uk

 @dancecity
 @dance_city_newcastle

