

DANCEEAST

**CENTRE FOR ADVANCED TRAINING
MANAGER**

**CANDIDATE BRIEFING
JULY 2018**



CENTRE FOR ADVANCED TRAINING

**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. Initiatives such as MOKO Dance work in partnership with other national venues to develop the breadth and appeal of dance for young people and families. DanceEast 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 ten 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 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 Centre for Advanced Training (CAT) is one of nine national centres that identify children and young people, aged between 10 and 18 years, with exceptional potential in dance. Through cutting-edge dance programmes of educational and artistic excellence, the nationwide scheme aims to develop, create and inspire the next generation of dance artists, choreographers and dance leaders. CATs provide highly specialised training, whereby young dancers are cultivated at a critical stage in their development, in order to prepare them for entry into the world's leading vocational and higher education institutions and on to successful and rewarding careers in dance.

CATs are pioneers in pre-professional training and research, promoting best practice and providing exceptional and innovative tuition for young people regardless of their personal circumstances. CATs maintain close links with influential dance companies and artists, creating opportunities for dancers to work and build relationships with future employers, and to gain an inspiring yet realistic insight into the profession.

Supported through the Department for Education's Music and Dance Scheme, CATs operate from host organisations recognised for their excellence and commitment to the arts and vocational training. The scheme currently enables around 2,000 exceptionally talented children and young people to have access to the best specialist music and dance training available alongside their academic education. Successful applicants to the DanceEast CAT are able to access world-class dance training in their locality while continuing to live at home and benefitting from a broad and balanced education.

The ten National Dance CATs are:

- Dance4 CAT (Nottingham)
- Dance City CAT (Newcastle)
- DanceEast CAT (Ipswich)
- DanceXchange Centre for Advanced Dance Training for South Asian and Contemporary Dance (Birmingham)
- Northern Ballet Academy (Leeds)
- Northern School of Contemporary Dance CAT (Leeds)
- Swindon Dance – Youth Dance Academy (Swindon & Exeter)
- The Lowry CAT (Salford, Manchester)
- The Place CAT – London Contemporary Dance School (London): including London Youth Circus
- Trinity Laban Conservatoire of Music and Dance CAT (Greenwich, London)

The National CAT Partnership allows students to work together on national projects and initiatives, meeting peers from across the country. It also provides a support system for staff and management teams and is a forum for shared policy initiatives, government advocacy and best practice.

Further information about the National Centres for Advance Training in Dance can be found at www.nationaldancecats.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 DanceEast Centre for Advanced Training Manager is responsible for developing recruitment strategies, curriculum content and enhancement activity, quality assurance and relationships with tutors, artists, parents and students, in collaboration with the Head of Creative Programmes. The post line-manages the Centre for Advanced Training Coordinator and builds relationships with the national Centre for Advanced Training network, the Department for Education, local and regional education partners and others.

Context

As part of the National Centres for Advanced Training in Dance Partnership, DanceEast's Centre for Advanced Training is part funded by the Department for Education to provide young people with potential in dance with advanced training regardless of their ability to pay. It was established in 2008, comprises some 85 young people aged 10-18, and has seen many of its students gain places with vocational schools, universities and conservatoires and go on to perform professionally and choreograph. The Centre for Advanced Training programme runs mainly at weekends and in school holidays, and undertakes occasional projects with the music Centre for Advanced Training based at Aldeburgh Music and other partners.

Principle Responsibilities

Programme development

- Collaborate with the Head of Creative Programmes, Dance Artists, Centre for Advanced Training Coordinator, and others to develop, deliver and maximise the reach and effectiveness of recruitment strategies, including awareness and taster sessions and auditions in and beyond the Jerwood DanceHouse
- Develop and plan the core curriculum, identifying tutors and supporting their induction and professional development as required and monitoring the effectiveness of the curriculum in terms of diversity, quality and progressiveness of content
- Develop and plan activities and projects, including seeing performances, meeting and working with visiting artists, workshops and performance projects to enhance the core curriculum
- Maintain an awareness of current research context in dance education and training to feed the programme design
- Oversee the pastoral care of students and the development of Individual Training Plans, supporting and advising on progression, in conjunction with the Coordinator and CAT Tutors.
- Monitor the effectiveness of recruitment strategies, the diversity of prospective and selected Centre for Advanced Training students, the progression and achievements of students, identifying where and how improvements could be made
- Build networking opportunities for alumni through maintenance of alumni database and pages on website.
- Maintain an overview of the quality of the Centre for Advanced Training programme, identifying where and how improvements could be made and cultivate connections with DanceEast's Creative Programmes

Capacity development

- Line manage staff as required including regular meetings, appraisals, formulating targets and development plans
- Collaborate with the Head of Creative Programmes and Head of Operations & Resources in setting and monitoring budgets
- Oversee the preparation and sign-off of contracts with artists, tutors, parents and others as required
- Oversee the sign-off of CAT Tutor monthly timesheets & associated activity invoices in relation to the programme
- Collaborate with the Head of Audiences, Communications & Development and others to fundraise for Centre for Advanced Training initiatives
- Collaborate with the Head of Creative Programmes and others in reporting to the Department for Education and others as appropriate, ensuring monitoring and recording systems are robust, appropriate and maintained
- Collaborate with the Head of Creative Programmes to ensure the Centre for Advanced Training delivers to the highest possible quality standard, including quality of student and parent experience
- Collaborate with the Head of Creative Programmes to support and embed students from the University of Suffolk BA (Hons) Dance into DanceEast's core Programmes

Relationship development

- Build and maintain relationships with students and their parents / carers, ensuring mutual expectations of all parties are understood and delivered, overseeing routine communications and managing more complex issues as required
- Build and maintain relationships with tutors and others delivering on the Centre for Advanced Training programme
- Represent DanceEast with the national Centre for Advanced Training network in collaboration with the Head of Creative Programmes, including attending meetings and contributing to joint advocacy and initiatives
- Maintain relationships with partners including Sadler's Wells, Aldeburgh Music, professional dance training providers, the Department for Education and other funders as relevant
- Evaluate and/or contribute to the evaluation of the impact(s) of the Centre for Advanced Training, through ongoing monitoring and reflection

Profile development

- Ensure the Centre for Advanced Training programme contributes to the development of DanceEast's reputation for excellence and diversity
- Collaborate with the Head of Creative Programmes and Head of Audiences, Communications & Development and Centre for Advanced Training Coordinator to contribute to raising the profile and public awareness of DanceEast's Centre for Advanced Training, providing content and working with students to provide content for print, publicity, website and social networks as appropriate
- Represent DanceEast with external partners, participants and others, to cultivate opportunities, develop meaningful relationships, and to contribute to building the reputation of the organisation

Personal Specification

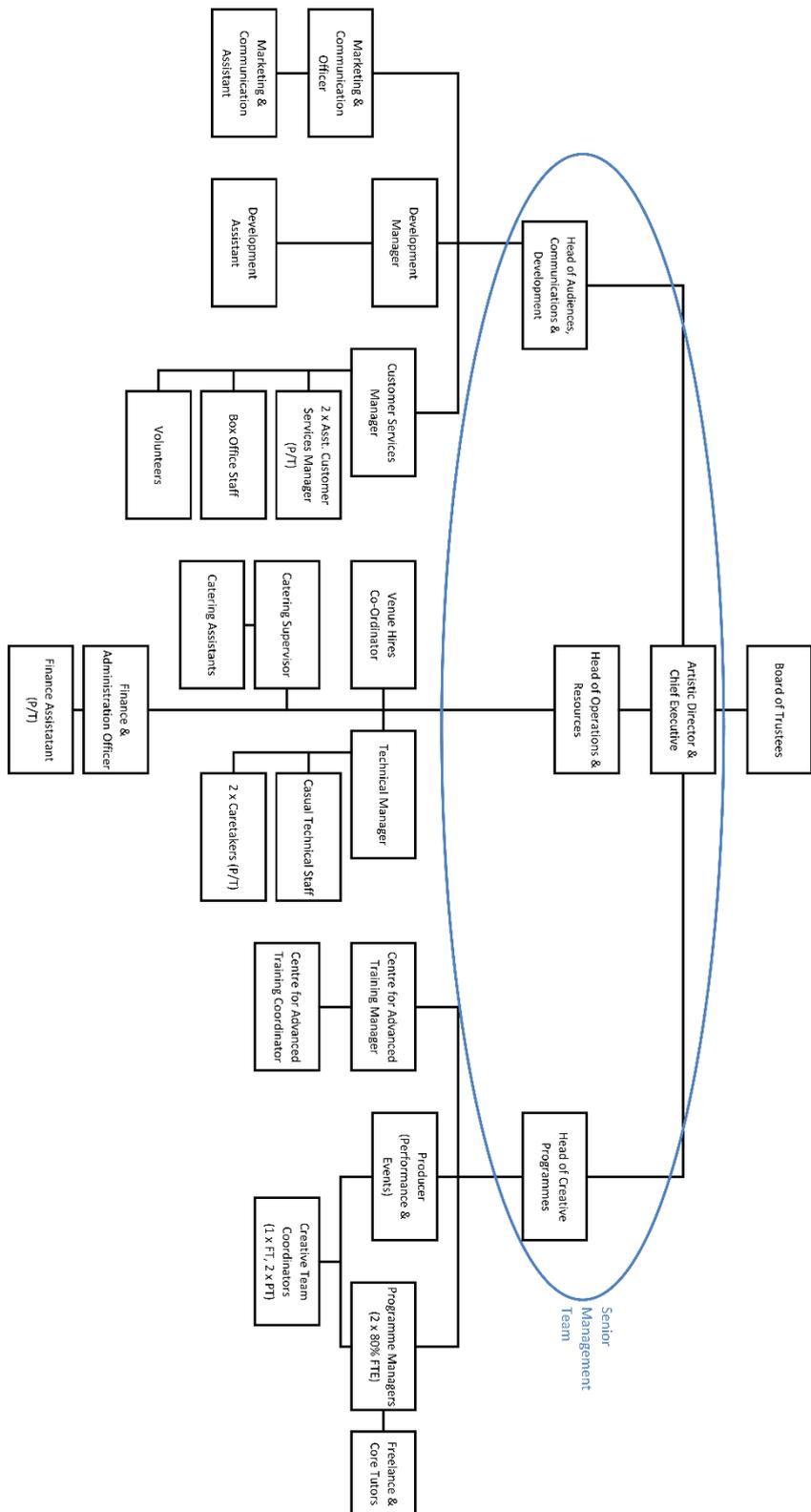
- Educated to degree level in dance; and/or dance teaching qualification; or equivalent
- Track record in managing and/or delivering high quality dance education and training with young people aged 11-18 that equips them with the knowledge, understanding and skills for progression to further training and a professional career
- Understanding and experience of talent identification and development with young people showing strong dance potential
- Artistic flair in developing dance programmes with and for young people aged 11-18 capable of inspiring, raising aspiration and promoting outstanding achievement
- Understanding of the pastoral needs of this age group, including of potential special needs, the impact of other pressures on their time and energies, and ways of encouraging and maintaining engagement and motivation
- An awareness and knowledge of Child Protection, and general physical and mental health issues affecting young people and adolescents
- Track record in setting and meeting objectives and/or targets for projects and programmes
- Experience of evaluating the impact(s) of dance programmes
- Experience of line management and effective team working
- Experience of planning projects and programmes, including time-scales, arrangements and budgets
- Strong interpersonal and communication skills
- Able to manage multiple tasks and prioritise while thinking and acting strategically
- 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

Terms & Conditions

Responsible to:	Head of Creative Programmes
Responsible for:	Centre for Advanced Training Coordinator
Hours of Work:	37.5 hours per week. The post will require regular weekend working during term time
Holiday Entitlement:	20 days paid holiday per year increasing to 25 days after two years of continuous employment; plus 8 days bank and public holidays
Probation period:	3 months
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 in which both the employee and DanceEast will make monthly contributions to. The employee has the option to opt out of the scheme if preferred
Salary scale:	circa £27,000 per annum
Relocation Package:	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; Staff discount at the DanceHouse café; Childcare vouchers (by means of a salary sacrifice scheme)
Additional Info:	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

**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



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 may be found at:

www.allaboutipswich.com

www.visitsuffolk.com

www.ipswich.gov.uk

www.suffolk.gov.uk

www.artscouncil.org.uk

To apply, 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 & 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 10.00am, Monday 23 July. Applications received after this time will not be considered. Successful applicants will be invited to interview at the Jerwood DanceHouse, Ipswich on Friday 27 July, and candidates should be available on this date.

Cover photo by Rachel Cherry



Department
for Education

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**ARTS COUNCIL
ENGLAND**



**European
Dancehouse
Network**