



DANCE CITY JOB VACANCY

Associate Artist – (Fixed Term – 0.5 FTE annualised)

Thank you for your interest in the role of Associate Artist at Dance City.

Dance City is an Equal Opportunities employer, we actively work to ensure an equal opportunities and anti-discriminatory culture for all employees and users and seek to employ people currently under-represented in the creative and cultural sector including young people, ethnically diverse, or Black, South Asian, East Asian, South East Asian and Ethnically Diverse Communities, and people with disabilities.

Enclosed is the following information:

- Summary of Terms
- A Role Profile and Person Specification

How to apply:

Please complete both the Application Form and Equality Monitoring Form, we do not accept CVs. You should use the Application Form to tell us why you want this role and highlight the skills and experience which are relevant to the person specification in the job description.

We would also like you to include a video of work you have choreographed.

Your completed forms **and video** should be submitted to Philippa McArdle, HR Coordinator:
philippa.mcardle@dancecity.co.uk (Email Subject: Associate Artist).

Please note that Philippa works Monday – Wednesday, 9:30am – 5:30pm.

The closing date for applications: Tuesday 31 August at 12noon

Interviews and teaching auditions will be held: mid Sept 2021 TBC

Role Profile

Job Title	Associate Artist (Fixed Term – 0.5 FTE annualised)
Salary	£27,000 – £30,000 (per annum, pro rata)
Department	BA/MA programme
Reports to	BA/MA Programme Leader
Responsible for	Module Leaders, as directed by the BA/MA Programme Leader To deliver high quality dance education activity delivering the objectives of the Dance City's MA in partnership with Sunderland university.
Role Purpose	To manage and deliver work in choreographic settings, in teaching environments and through performance related activities.

Key Accountabilities and Result Areas Teaching

Key Elements

- Teach and choreograph to an excellent standard on Dance City MA
- Plan, manage and deliver teaching and learning activities in studio and classroom settings and, where necessary, online across all the specialisms of the programme.
- Make a choreographic work with the MA students each year
- Use appropriate learning, teaching, support and assessment methods and processes
- Identify areas where current provision is in need of revision or improvement and contribute to the planning, design and development of objectives and material.
- Ensure that module design and delivery comply with quality standards and regulations.
- Manage teams of artists and students in performance and workshop programmes.

Programme Development

- Stimulate ideas to develop and progress on MA-related projects.
- Encourage partnerships and contribute to fundraising ideas to facilitate the best-running of the programme.

- Contribute to the curatorial, programming, and artistic-pedagogical overview of the programme.
- Work closely with the Producer and Technical Manager to realise performance and touring activity
- Act as the designated module leader for specified modules, working **Module Leadership** independently to co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Prepare Module Guides and Assessment Briefs
- Manage module guest teachers/artists and assessment processes
- Complete module reports.
- Attend Module Studies Board (MSB) and Programme Studies Board (PSB) meetings as required, to report on modules and programmes to student representatives and University of Sunderland staff
- Monitor, evaluate and report on the Programme.
- Contribute to the curriculum design/review on a programme level
- Where appropriate, monitor and support module tutors.
- Lead on assessment and moderation for modules

Assessments

- Assess the work and progress of students and provide constructive feedback and grades
- Contribute to formal assessments as first markers and carry out second marking/moderation on student work across the programmes.

Programme Support

- Participate in recruitment for the programme, including auditions, interviews, and recruitment-focussed off-site activity as a shared responsibility with other senior lecturers.
- Contribute to course administration processes (recording, reporting, admissions, timetabling, examinations, and assessment of progress and student attendance).
- Collaborate with colleagues in the continuous review and development of the Academy's programmes.
- Contribute to the development of existing and future programmes.
- Contribute to quality assurance processes.
- Contribute to activities, including research and evaluation, which influence leading edge practice.
- Contribute to marketing activities and recruitment related to the MA as required.
- Contribute to discussions on programme budgets.

- Build and maintain relationships with external partners including other PG companies.

General Responsibilities

- To work flexibly and quickly across the department, providing cover when needed for other members of the team
- Be an active team member, willing to support activity in other areas of Dance City's education programmes and beyond.
- Attend staff meetings as required.
- To support, participate and enact Dance City's Equality and Diversity Policy and activities in aspects of the role
- To participate and support in Dance City's Environmental activities

Student Well-being

- Be responsible for pastoral care of students in accordance with the student well-being policy
- Act as personal tutor/year tutor, giving first-line support and mentoring to students.
- Refer students as appropriate to services providing further support, including the University of Sunderland Wellbeing team and/or statutory support.

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

Job Title

Associate Artist

Essential Knowledge

- Depth and breadth of specialist knowledge in contemporary dance technique and choreography
- Knowledge of UK Higher Education processes and landscape, including NQF, recruitment and admissions, and competitor environment
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Essential Skills and Abilities

- Must be an active working choreographer with experience of performing and touring
- Passionate and committed to dance and expanding their own knowledge of dance
- Ability to motivate, inspire and engage participants from a wide range of backgrounds
- Ability to learn quickly and work under pressure
- Excellent written and oral communication skills
- Proficient IT skills (Microsoft Office, Dropbox, Google Drive)
- Excellent time management, able to meet deadlines
- Motivated professional approach and attitude
- Commitment to healthy and safe working environment
- An understanding and commitment to equality, diversity and inclusion and anti-discrimination
- A strong commitment to environmentally sustainable dance

Experience

- Teaching in Higher Education
- Teaching and assessing students in practice
- Development and innovation of dance teaching and learning methods

Special Conditions (e.g. qualifications; requirement to be on site; DBS, etc)

- Relevant Master's degree or equivalent
- Willingness to travel for work
- DBS checks will be required prior to appointment

Desirable

- Specialist knowledge in supporting technical practices e.g. Pilates, ballet, yoga etc.
- Knowledge of North East Dance ecology

- Knowledge of anti-ableism and de-colonising of curriculum
- Touring context outside of UK