

Executive Director & Deputy CEO

Application Pack 2022



Pictured: Students from the
Centre for Advanced Training (CAT)

Introduction

Thank you for your interest in our Executive Director and Deputy CEO role.

The North East is a fabulous place to dance and live. Dance City is lucky to be the custodian of studio spaces in Newcastle and Sunderland. But we serve the entire region and want to ensure that from Berwick to Teesside and Hexham to South Shields our communities get access to the best quality dance experiences possible.

Cultural organisations need to create internal and external partnerships and strong relationships to thrive. The Executive Director and Deputy CEO is a crucial role for Dance City - managing our human and tangible resources and getting the best out of them to enable more people to be moved through dance and the arts.

We are looking for a dynamic person – someone who balances the stringent requirements of being a charity while pushing the boundaries of what is possible. A person who appreciates that strong administration lays the foundation for great art to thrive. You will believe that entrepreneurialism and a cohesive team culture can help many more people to experience the joy of dance. You are someone who wishes to learn more from the people around them and the communities we serve.

You will be a natural leader, explorer and enabler. The idea of wanting to take people on a journey of transformation through culture excites you.

As Dance City recovers from the pandemic we know that the world is a very different place to the one before. The external environment is tough and we have been through challenging times. But we think for the right candidate this will be a rewarding role and satisfaction gained by changing how we operate.

The organisation is deeply committed to equality, diversity and inclusion as well as environmentally sustainable performance. Dance City has been awarded 'Outstanding' by Arts Council England for the Creative Case for Diversity.

The Dance City team is passionate, committed and knowledgeable. Our customers and audiences are a delight. The Board has created a solid foundation for robust governance.

If our vision and mission is something you feel you could contribute to with effervescence, transparency and attention to detail, we would love to hear from you.



Anand Bhatt
Artistic Director & CEO



Sharon Paterson
Chair of the Board
of Trustees



Pictured: BA (Hons) Professional Dance students



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.

You can find out more about Dance City's activities and impacts in our **2020-21 Annual Review**

Job description and person specification

Executive Director & Deputy CEO

Contract: Permanent, full time

Salary: £45-50K

Location: Newcastle upon Tyne

Benefits: 25 days holiday + 8 bank holidays. 3% workplace pension contribution

The Executive Director reports directly to the Artistic Director & CEO and is accountable to him and to the Board of Directors.

The key responsibilities of the Executive Director are in the areas of facilities & operations, IT, finance, HR, governance & compliance.

The Executive Director manages a network of staff, freelancers and contracted organisations as well as being a key point of contact for board members.

Specifically the Executive Director line manages the HR Coordinator, the finance team and the Ticket Office Manager along with other roles that may be introduced in an evolving staff structure.

Along with the Artistic Director & CEO the Executive Director works to develop the financial resources of the organisation and grow a sustainable business model.

The Executive Director is a key networker for the organisation, able to initiate and develop relationships and partnerships with external agencies and organisations in order to deliver the vision and mission for Dance City to enhance its impact and extend its reach.

Pictured: Participants in Freedom Moving, a performance platform for dancers with special educational needs and disabilities

Role and responsibilities

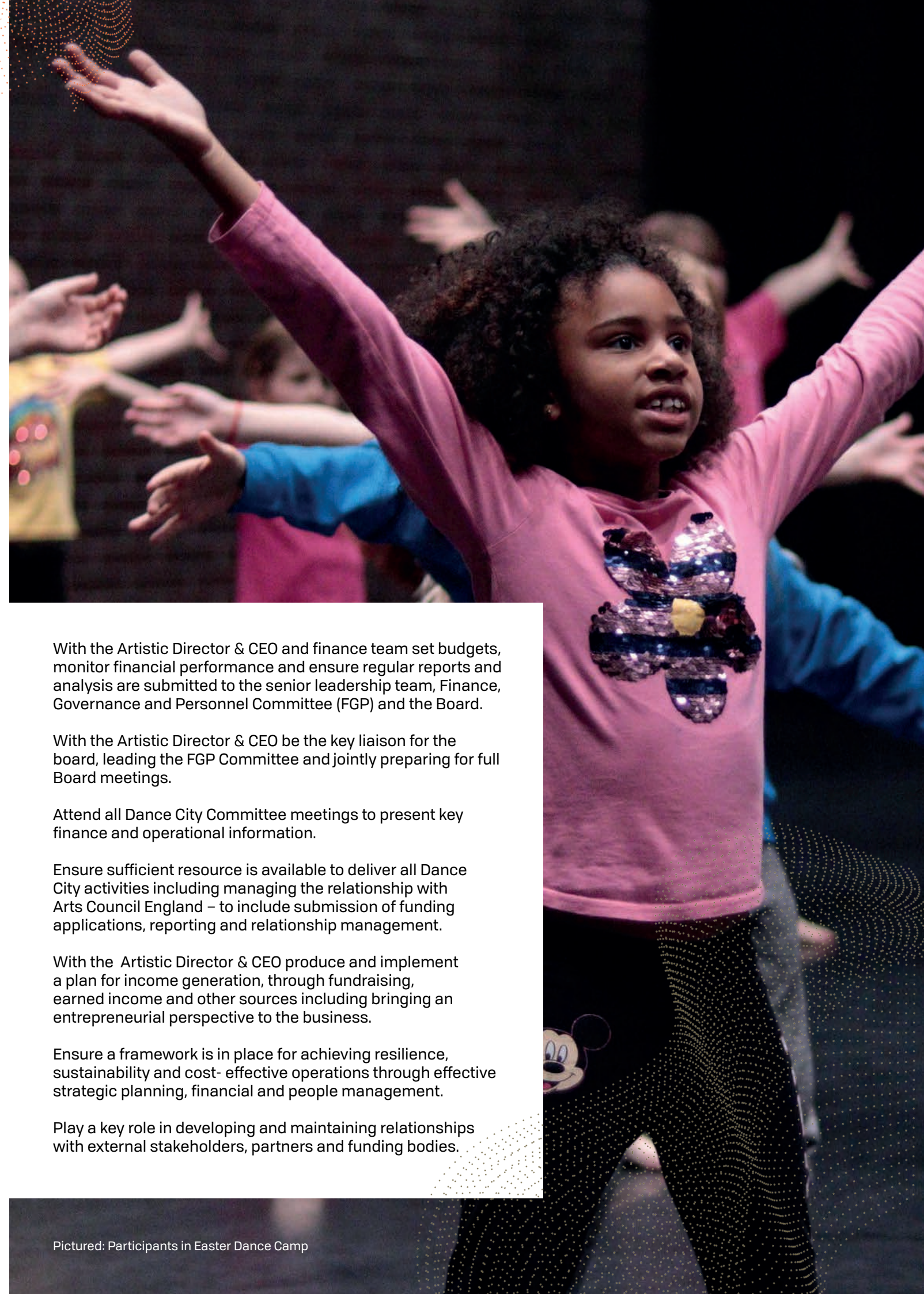
Corporate

Provide leadership and management to further the organisation's vision and mission and create an inspiring, inclusive and rewarding performance-oriented culture.

Represent and strengthen the company's corporate identity and reputation amongst peers, the cultural sector and our community.

Provide leadership in furthering our equality, diversity & inclusion objectives and on environmental sustainability.

Lead on internal communications, coordination and facilitation for staff in the overall direction, decision making and activities of the organisation.



With the Artistic Director & CEO and finance team set budgets, monitor financial performance and ensure regular reports and analysis are submitted to the senior leadership team, Finance, Governance and Personnel Committee (FGP) and the Board.

With the Artistic Director & CEO be the key liaison for the board, leading the FGP Committee and jointly preparing for full Board meetings.

Attend all Dance City Committee meetings to present key finance and operational information.

Ensure sufficient resource is available to deliver all Dance City activities including managing the relationship with Arts Council England – to include submission of funding applications, reporting and relationship management.

With the Artistic Director & CEO produce and implement a plan for income generation, through fundraising, earned income and other sources including bringing an entrepreneurial perspective to the business.

Ensure a framework is in place for achieving resilience, sustainability and cost- effective operations through effective strategic planning, financial and people management.

Play a key role in developing and maintaining relationships with external stakeholders, partners and funding bodies.

Pictured: Participants in Easter Dance Camp



Pictured: Kattam Katti - Pagrav Dance Company, performed at Dance City March 2022



Pictured: Infinite Ways Home - Richard Chappell Dance, performed at Dance City May 2022

HR

Be the strategic lead for HR at Dance City.

Build and lead a capable team, ensuring the staff team have the resources and information required to support and deliver their individual briefs and to maximise their own potential.

Lead the development of the organisation with the culture, values, people, strategy, systems and processes needed to succeed both now and, in the future.

Line manage the HR Coordinator.

Lead on the strategic development, issue and review of staff contracts, probation, line management and appraisals.

Keep abreast of legal and best practice in HR developments and implement appropriate reviews of policies and procedures at Dance City.

Lead on fair and transparent recruitment processes

Lead HR data management and analysis

Finance

Be the strategic lead for finance, ensuring robust financial management to secure the organisation's future.

Development of income and expenditure monitoring, overseeing the preparation/control of annual budgets.

Line manage the finance team.

Work with the finance team to produce monthly management accounts, cash flow projections, balance sheets and statutory accounts.

Work with finance team and FGP committee on the annual audit.

With the Artistic Director & CEO, develop an effective income generation strategy, providing support to him and a fundraiser and ensuring that opportunities for generating earned income, grants, sponsorships or donations are explored and developed and that targets are met.

Facilities and Operations

Be the strategic lead for the maintenance and development lead of Dance City's facilities.

Maintain relationships with key service organisations and personnel to support Dance City's Facilities.

Develop and maintain the list of Dance City's assets.

Line manage the Ticket Office Manager.

IT

Be the IT lead for the organisation.

Maintain relationships with key service organisations and personnel to support Dance City's IT needs.

Ensure the staff team is skilled in maximising the power of the IT tools.

Ensure the security of our IT systems.

Governance and Compliance

With the Artistic Director & CEO and Trustees maintain the highest standards in governance and compliance.

Arrange and attend Board meetings, ensuring Trustees are kept informed on finance, legal and operational issues and that they receive accurate and timely information that enables them to make informed decisions.

Assist the Trustees in discharging their legal responsibilities and ensure that Dance City is compliant with all statutory requirements including the Charity Commission and Companies House.

Ensure all reporting to all funders is timely, deploying key staff to support such processes.

Ensure all licences and insurances are maintained, reviewed and renewed as necessary.

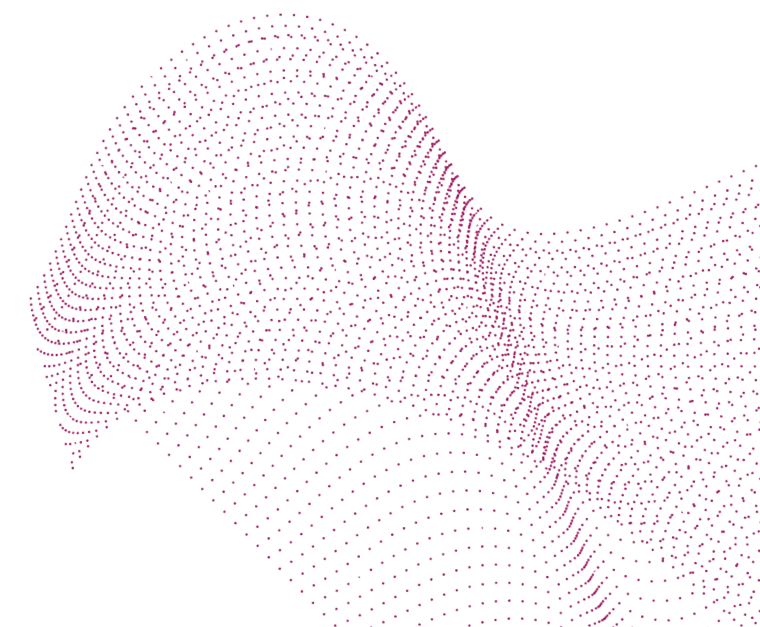
Remain current with health and safety, safeguarding, data and other operating legislation to ensure smooth continuity of operations.

General - with the Artistic Director and CEO

Lead regular Company meetings and participate in programming meetings (shared).

Act always in the best interest of Dance City.

This list of responsibilities is not exhaustive, and the Executive Director may be required to perform duties outside of this as operationally required and at the discretion of the Artistic Director & CEO and Board.



Person specification

Essential

Arts management experience at a senior level, gained through leading or working with a company or venue or substantial experience in the independent sector (any art form or media).

Strong financial management skills and proven experience of working with significant budgets.

Experience of managing facilities.

Strategic development of IT resources.

Proven track record in fundraising and development.

Experience of enabling good organisational governance and working with trustees.

Excellent communication skills, written and verbal.

Ability to think strategically, form partnerships and represent the organisation.

Lead, motivate and inspire teams of people.

A positive attitude with a high level of self- motivation and ability to work on your initiative.

The ability to multi-task within agreed timelines in a constantly 'gear changing' environment.

A broad understanding of contract, employment, and equality legislation.

Proven track record of effective project monitoring, evaluation and report writing.

Fearlessness and the ability to manage risk.

Innate attention to detail.

A commitment to artists and the development of art for our communities.

Working with multiple stakeholders and understanding the needs of complex cultural, social and economic agendas.

Desirable

Capital development experience.

A driving licence.

Development of international partnerships.

How to apply

Independent consultant Gregory Nash is supporting us with our search for an Executive Director and Deputy CEO. If, in the first instance, you would like to have a confidential conversation with him about the opportunity please get in touch: creative@gregory-nash.com; and he will be pleased to set up a time with you. If mutually agreeable, Gregory will then arrange a follow-on conversation with our Artistic Director and CEO Anand Bhatt.

To apply please send your CV and a covering letter - on no more than two sides of A4 - outlining the skills, experience and qualities you feel you can bring to the role and telling us why you would like to become our Executive Director and Deputy CEO at this time.

Applications should be sent to creative@gregory-nash.com no later than 17:00 on Friday 24 June 2022

If you require this information in a different format, or would rather submit a video or audio file application, please let Gregory Nash know and we can enable this to happen.

Interviews for the role will take place on Monday 4 July at Dance City, Newcastle.

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.



Pictured: CAT programme students



Pictured: BA (Hons) Professional Dance students performing



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DANCECITY 
DANCE FOR THE NORTH EAST

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