

Minerya

DANCECITY 
DANCE FOR THE NORTH EAST

Executive Director

Application Pack 2022



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

Introduction

Thank you for your interest in our Executive Director 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. 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 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



Pictured: Participant in a 55+ dance class

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

Contract: Permanent, full time

Salary: £50-£55k

Location: Newcastle upon Tyne

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

The Executive Director (ED) reports directly to the CEO at Dance City, and is accountable to its Board of Directors.

The key responsibilities of the Executive Director are in the areas of Facilities & Operations, IT, Finance, HR and Governance & Compliance.

The Executive Director manages a network of staff, freelancers and contracted organisations as well as a key point of contact with 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 CEO, the Executive Director will work to sustainably develop the financial resources of the organisation.

The Executive Director will be 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.

Role and responsibilities

Corporate

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

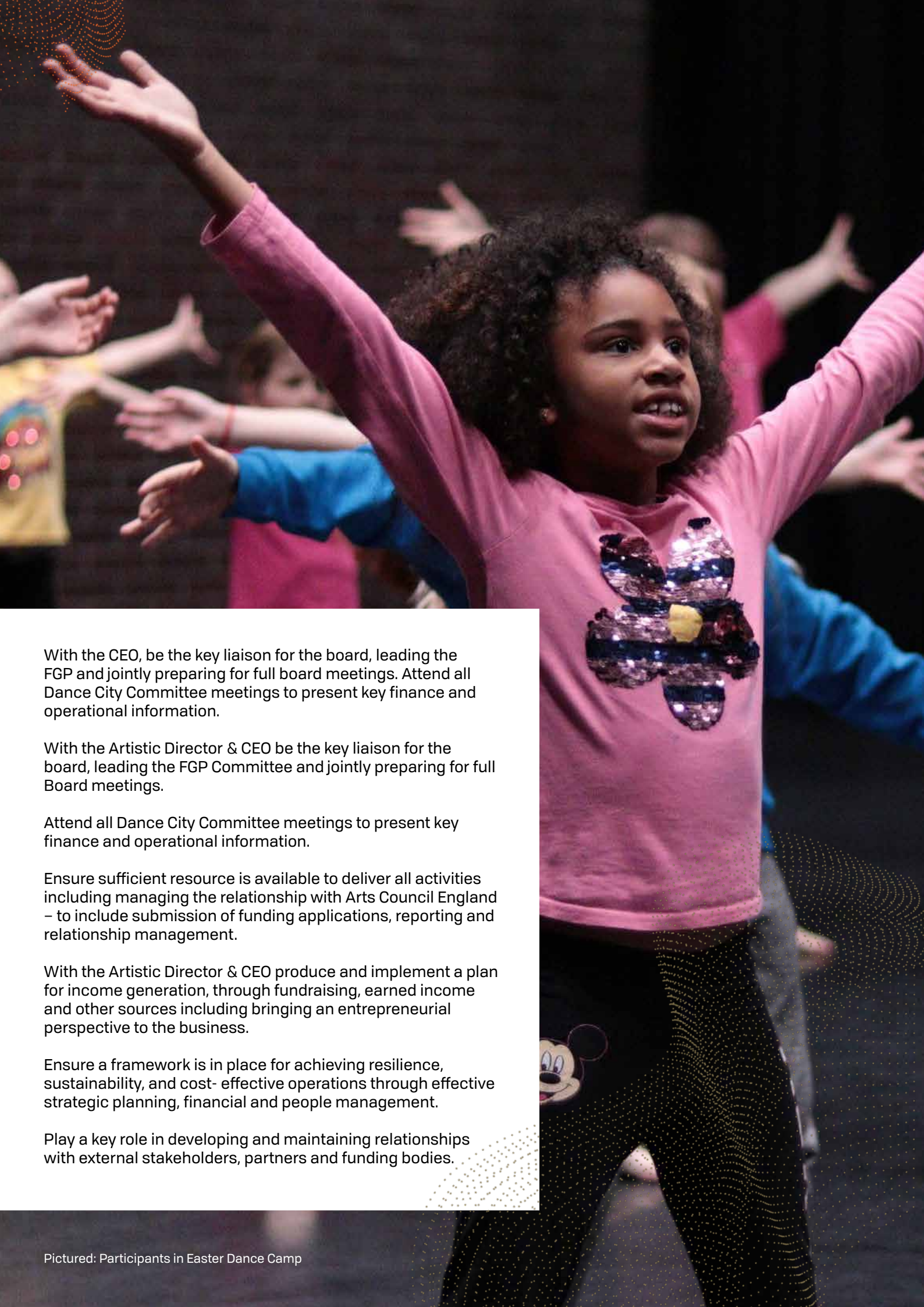
Represent and strengthen the company's corporate identity and reputation amongst peers, the cultural sector and our community.

Provide leadership in furthering our Equality, Diversity & Inclusion objectives and Environmental sustainability.

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

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





With the CEO, be the key liaison for the board, leading the FGP and jointly preparing for full board meetings. Attend all Dance City Committee meetings to present key finance and operational information.

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

HR

Be the strategic lead for HR at Dance City.

Build and lead a capable team, ensuring staff 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.

Support the development of, oversee issuing and review of staff contracts, probation, line management and appraisals.

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

Lead on fair and transparent recruitment processes

Support HR data management and analysis.

Finance

Be the strategic lead for finance at Dance City 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.

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

Work with finance team and FGP committee on annual audit.

Support the CEO, develop an effective income generation strategy, to ensure new opportunities for generating earned income, grants, sponsorships or donations are explored, developed and targets are met.

With the 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.

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.



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

IT

Lead the strategic implementation of IT for the organisation

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

Ensure Dance City's staff team are skilled to maximise the power of the IT tools

Ensure the security of our IT systems.

Governance and Compliance

Work with the CEO and trustees to establish the highest standards in governance and compliance.

Arrange and attend Board meetings, ensuring that 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 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.

To ensure all licences and insurances are held, reviewed and renewed as necessary.

To keep abreast of Health and Safety, Safeguarding, Data and other operating legislation to ensure smooth continuity of operations.

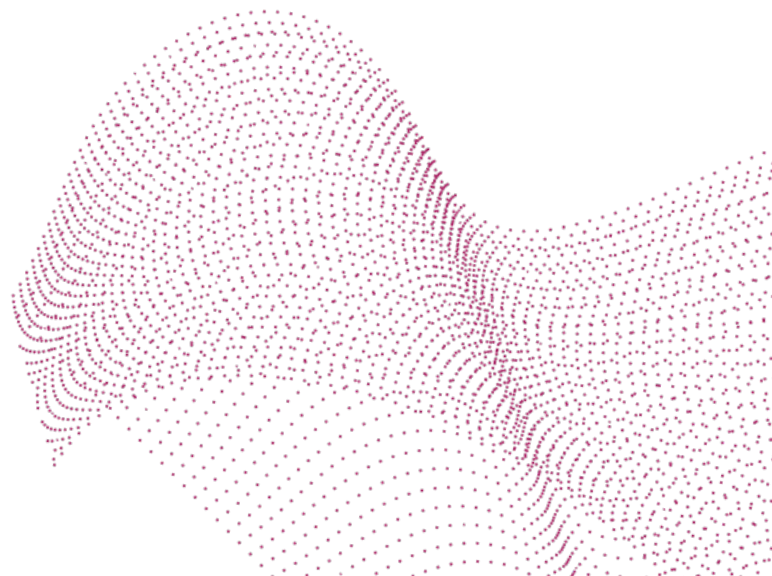
General - with the Artistic Director and CEO

To lead regular Company meetings and participate in programming meetings (shared).

To act always in the best interest of Dance City.

To deputise for the CEO as/when required

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 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 to own 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.

Meticulous 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.

Driving licence.

Development of international partnerships.



Pictured: The Collective 2019-20, Dance City's MA Advanced Dance Performance company

Competencies

Competence Requirements	Level	Description
LISTENING AND LEADING	5	Is required to communicate effectively when handling difficult contacts internally and externally across Dance City. Needs to continually influence the thinking of others and approach negotiations with the objective of achieving a win-win outcome.
INNOVATION AND EMBRACING CHANGES	5	Is required to develop new working processes within own area of responsibility, in response to internal and external influences and the changing needs of Dance City. Should promote leading ideas with energy and enthusiasm. Is required to demonstrate a considerable degree of innovative thinking in planning new methods of working.
THINKING AHEAD AND PLANNING	5	Is required to convert Dance City's goals into departmental plans and objectives, considering relevant industry regulation as well as internal and external influences. Needs to prioritise a number of high level activities within Dance City reviewing and updating plans in line with its changing needs. Is required to deal with the here and now and have the drive to get things done effectively. Is required to effectively plan for future activities and continually strive for greater efficiency.
LEADING THE WAY IN THE DANCE SECTOR	5	Is required to have a strong understanding of the marketplace within which Dance City operates. Needs to be fully aware of the internal/ external factors, which influence all areas of the operations and respond to the various opportunities and threats. Is required to use knowledge to effectively translate Dance City's goals into operational activity.
INFORMED, INFORMATIVE AND INFORMING	3	Is required to effectively manage a team of staff up to enable the successful achievement of Dance City's goals. Needs to provide staff with the information to empower them, and ensure they have all required information to understand their responsibilities in relation to themselves and their teams providing support where necessary and ensuring compliance with relevant policy and procedure. Is required to select and match people to jobs according to their ability. Needs to continually measure the performance of staff, setting standards that they can aspire to.
EMPLOYEE QUALITY, SHARING BEST PRACTICE AND PROMOTING SUCCESS	3	Is required to effectively lead, motivate, coach and develop a team of staff to enable the successful achievement of Dance City's objectives. Is committed to developing the quality of all Dance City's employees by sharing best practice and promoting success. Is required to spot potential development needs and create opportunity for learning and development, offering assignments that challenge and foster a person's skill. Needs to continually measure the performance of staff and regularly review progress. Is required to ensure that development plans and activities contribute to Dance City's success
RIGOROROUS, RESPONSIVENESS AND FLEXIBILITY	5	Is required to identify and respond to complex risks where errors or events would pose a risk to the achievement of the operational objectives of Dance City. Is required to identify and manage tasks, where errors or events could pose a significant risk to reputation or client relationships or may result long term financial or reputational damage.
EXPERIENCE	3	Is required to have significant previous experience relevant to the job.
SPECIALIST KNOWLEDGE	4	Is required to have a highly advanced level of specialist technical knowledge relevant to the job.
QUALIFICATIONS	3	Formal professional qualifications are required to carry out this role or equivalent experience.

■ This role is subject to DBS clearance ■ Full UK Driving licence and access to a car would be advantageous to the role

How to apply

Dance City is working with Minerva to support us with our search for an Executive Director. If, in the first instance, you would like to have a confidential conversation with them about the opportunity please get in touch: dancecity@minervasearch.com; and they will be pleased to set up a time with you. If mutually agreeable, Minerva 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 at this time. Applications should be sent to dancecity@minervasearch.com no later than Friday 25 November 2022.

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

Interviews for the role will take place on Monday 12 December 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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