

Made possible with



Heritage
Fund

DANCECITY 
DANCE FOR THE NORTH EAST

DANCE HERITAGE PROJECT MANAGER APPLICATION PACK



Pictured: Ground Breakers Crew performing 'Did somebody say party?'

Image credit: Scott Akoz

FIXED TERM, PART-TIME

To manage the Call and Response dance heritage project taking place at Dance City and around the North East we are seeking a Dance Heritage Project Manager: fixed-term, part-time contract

Salary: £32, 208 gross per annum, pro-rata

The Dance Heritage Project Manager vacancy is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we have been able to create our project, titled Call and Response, and we will map and share the connections between our region's unique dance heritage and the diverse communities who have helped to shape this heritage.

INTRODUCTION

The Dance Heritage Project Manager is pivotal in supporting Dance City's three cornerstones of Arts, Health, and Learning. You will lead on managing an innovative dance heritage project, supporting Dance City's strategy to protect the North East's diverse dance heritage, and working with Dance City's Artistic Director.

Our ambitious business plan sets the tone of the work we would like to do to make a deep impact on our communities. We are at once about the North East and the world. Through our project, titled Call and Response, we will map and share the connections between our region's unique dance heritage and the migrants and diasporas who have helped to shape this heritage.

Call and Response takes place in the lead up to Dance City's 40th anniversary in 2025. The project will inform new ways of working with communities, focused on collaboration and co-creation. The activities will involve the sharing of diverse dance genres, including breakdance, Northumbrian folk dance and ballet, through dance, workshops, oral histories, and stories. Our project's aim is to bring diverse communities together to document their dance heritage, leading to the creation of a digital dance archive.

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 a great 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

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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.



DANCE HERITAGE PROJECT

MANAGER

PROJECT BRIEF

CONTRACT:

Fixed term, until 30 April 2025

PROBATIONARY PERIOD:

6 months

NOTICE PERIOD:

1 week during probationary period, 2 months on satisfactory completion of probationary period

OVERTIME:

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

ORGANISATIONAL RELATIONSHIPS:

Post holder reports to the Artistic Director & CEO

PROJECT TASKS:

- Lead on the development of a year-long project to ensure the delivery of project outputs including heritage workshops and talks, masterclasses, a teacher CPD day, holiday activities, a careers day, a digital archive, a physical exhibition, a dance performance and the project evaluation
- Convene and Chair regular project Steering Group meetings
- Recruit and manage a team of volunteers to work on the project
- Work with current project collaborators and new partners to develop tangible outcomes for dance heritage in the North East
- Management and monitoring of project budgets – allocating resources and ensuring the highest standards of accountability as required by line manager
- Advocate, support and champion Dance and Dance Artists working and living in the North East of England, including non-professional Dance Artists
- Manage training for volunteers
- Manage and conduct, risk assessments for project activities
- Support Preparing reports and following lines of accountability as advised by the Fundraising and Marketing Group, a committee of the Dance City board of trustees.

SALARY:

£32, 208 gross per annum, pro-rata

LOCATION:

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

WORKING HOURS:

16 hours per week (0.4 FTE), working pattern to be agreed with the Artistic Director & CEO.

Evening and weekend working will also be required when needed to fulfil the demands of the role.

Normal hours of work and pattern of work may change to meet the needs of the business. This may involve different starting and finishing times. As much notice as reasonably practical will be given of any changes.

- Support Preparing reports, collection of data and monitoring as required by Dance City board of trustees, Artistic Director and CEO, Heritage Lottery Fund, Arts Council England and other stakeholders.
- To participate in cross departmental activity as required by Dance City
- To occasionally execute other tasks as required by Dance City as part of the role

This is a description of the main project tasks at the date of production. The tasks may change over time as requirements and circumstances change. The Project Manager may also have to carry out such other duties as may be necessary from time to time.

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.

PERSON SPECIFICATION

ESSENTIAL:

- Demonstrable experience of working in the cultural or heritage sector.
- At least three years' experience of programming or producing work in venues and community locations.
- Experience of managing events.
- Advanced skills in collaborating with diverse stakeholders and communities.
- Experience of recruiting and managing volunteers.
- Experience of managing a programme or project budget.
- Experience of planning programmes involving communities and volunteers.
- Experience of preparing reports complying to funding stakeholder standards e.g. Heritage Lottery Fund.
- Strong ability to manage interactions with a wide variety of individuals, including project participants.
- Qualified First Aider or willingness to be trained.
- High level of computer literacy in working with computer software systems including Microsoft Office (Word, Excel, PowerPoint), Outlook, and Access
- Strong oral and written communications skills
- Ability to prioritise workload/good time management.
- Ability to work under pressure.
- High level of attention to detail
- Willingness to work evenings and weekends and shifts of unsociable hours.
- Strong organisational skills.
- Friendly and approachable.
- Trustworthiness.
- An understanding and commitment to equality, diversity and inclusion and antidiscrimination

DESIRABLE:

- Knowledge of North East England dance ecology
- A basic knowledge of dance
- Sensitivity and commitment to customer care
- Positive attitude
- Flexibility
- Sense of humour
- Genuine interest in working in an arts environment.
- Genuine interest in developing excellence for people of all ages in dance heritage.
- Ability to use common sense and see the 'wider picture'
- Additional Requirements

SPECIAL CONDITIONS:

- Willingness to travel for work
- DBS application may be required prior to appointment

HOW TO APPLY

Please send a cover letter along with an up to date CV to philippa.mcardle@dancecity.co.uk. Please note that this is a rolling recruitment process and we therefore advise early application!

Please note that any offers are subject to two satisfactory references, of which one must be from a current or most recent employer or contractor.

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,
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dancecity.co.uk

 @dancecity
 @dance_city_newcastle

