

DANCE OFFICER CENTRE FOR ADVANCED TRAINING (CAT)

APPLICATION PACK



CAT Theatre Work
Von Fox

**FULL TIME (40 HOURS PER WEEK) –
INCLUDING SOME EVENINGS AND WEEKENDS**

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

We offer over 70 public classes a week in all forms of dance, from ballet to street to Bollywood.

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 OFFICER

CENTRE FOR ADVANCED TRAINING (CAT)

JOB DESCRIPTION

KEY PURPOSE:

To assist the co-ordination of the Dance City CAT and its activities.

SALARY:

£27,500 pro rata

CONTRACT:

Full time (40 hours per week) – including evenings and weekends

Term: Fixed Term 5th January 2026 to 31st August 2026

Probationary Period: 1 month

Notice Period: 4 weeks

LOCATION:

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

ORGANISATIONAL RELATIONSHIPS:

Post holder reports to the Dance City CAT Manager

OVERTIME:

Overtime payments are not made, however time off in lieu can be provided.

Duties and Responsibilities

Responsibilities:

- To assist the co-ordination and administration of the Dance City CAT, Engagement & Public Classes department and its activities and to support the administration of other Dance City projects where appropriate. Including After School clubs, Recruitment workshops Dance City shows and performances, plan and prepare for Taster sessions & Auditions, Audition toolkit, theatre trips, plan and prepare for the years activities etc.
- Lead on our taster days, CAT Audition days and recruitment workshop, Public Classes & After School Engagement work and will be the first point of contact for any cover work that may be required.
- Step in as cover teacher as needed, maintaining consistent programme delivery across all sessions. Being able to deliver for any recruitment workshops in keeping with our recruitment strategy.
- Provide students with developmental support, fostering their personal growth and addressing their wellbeing needs. Checking and observing students when they are in their sessions throughout the week.
- Maintain up-to-date records of all Dance activities. To collate required information for reports to the Department for Education and the Dance City Board. Creating data and stats for NPO, DfE and Arts Council.
- Update and maintain accurate budgets across departments.
- Act as a point of contact and maintain records for all the Dance department activity, including liaising with external staff and school teachers, as appropriate.
- Function as the focal point for all internal and external communication and information relating to the Dance City Dance departments between the Managers, students, parents, teachers and Dance City staff.
- Help set up staff meetings and ensure that all action from staff meetings is recorded. To coordinate the CAT Taster Days and the CAT audition processes, including giving accurate information to students and parents/carers. To work with the CAT Manager to produce individual timetables for each student.
- Develop and maintain positive relationships with all of the teachers and artists working within Dance City internal and external. To act as a main point of contact for auditioning CAT students and their parents/carers as well as external teachers, artists and schools.

Duties and Responsibilities

Responsibilities:

- Lead and liaise with schools and venues to coordinate training activity and ensure that the programme runs smoothly for all concerned and to book space and facilities as required.
- Monitor marketing activities to ensure that they are within agreed parameters set by the Artistic Director and to maintain and update information on the Dance City website. To deliver presentations about the Dance City CAT during Taster Days and at other relevant CAT events. Capturing social media content.
- Take responsibility for coordinating VIP lists and invitations to events and performances and to successfully organise and communicate VIP events and hospitality.
- Attend training as and when necessary and to develop relevant knowledge and skills.
- Be a designated safeguarding officer for the organisation. To hold high standards in safeguarding practice.
- Participate in team wide initiatives as required e.g. Team meetings, attending events and wider equality and diversity initiatives.
- Communicate effectively with more difficult internal/external contacts, on a limited range of subjects relating to individual role, using tact and discretion when required.
- Adapt personal style to develop and maintain relationships.
- Recommend and implement changes to working practices, in response to the changing needs within own area of responsibility. Needs to positively question established ways of doing things.
- Actively listen to and consider ideas presented by others.
- Accurately identify the resources required to enable the successful short-term planning and completion of day to day activity to ensure the achievement of agreed objectives. Needs to effectively manage those resources and build in contingencies to allow for a certain degree of flexibility and completion of ad-hoc tasks as and when required.
- Have a good understanding of their own area of work as well as Dance City's mission, goals and values, policies and procedures and operate within them.

Duties and Responsibilities

Responsibilities:

- Effectively manage staff to enable the successful completion of day to day tasks. This will be done by providing the relevant information to staff and acting on information received from staff.
- Needs to ensure that team members are informed of their individual and collective responsibilities, encouraging them to make useful contributions and identify when they need support and provide it.
- Is required to use information of an individual's strengths, interests and development needs to delegate tasks.
- Is required to effectively lead, motivate, coach and develop staff to enable the successful completion of day to day tasks in line with Dance City's key goals.
- Is required to respond positively to an individual's contribution, providing timely feedback, sharing best practice and coaching on a regular basis. Needs to recognise the need for continuous learning, self-development and promotion of success. Is required to spot potential development needs and create opportunity for learning.
- Needs to continually measure the performance of staff and regularly review progress on development in line with the company's career pathway. Is required to ensure that development plans and activities contribute to business needs.
- Is required to identify and respond to complex risks where errors or events would pose a major risk to the reputation or client relationships within Dance City.

Requirements

- Have some previous experience relevant to the job, specifically within teaching and delivery of dance or contemporary dance.
- Have a basic level of specialist knowledge relevant to the job.
- Hold a BA Hons in Dance
- Have a UK driving license.

The successful applicant will be required to

- undergo a check through the Disclosure and Barring Service (DBS)
- undertake first aid and safeguarding training
- obtain a chaperone license.

Desirable

- Qualified First Aider or willingness to be trained.
- Strong Safeguarding knowledge/willing to participate in training and/or relevant up to date Safeguarding certification.

HOW TO APPLY

Please send a CV and cover letter to Anand Bhatt, CEO and Artistic Director: anand.bhatt@dancecity.co.uk, by 28 January 2026.

Shortlisted candidates will be invited to an interview, taking place between 2 - 4 February.

Please note that any offers of employment are subject to two satisfactory references, of which one must be from a current or most recent employer. Evidence of right to work in the UK is also required.

If you require this information in a different format, or would rather submit a video or audio file, please let Anand Bhatt, CEO and Artistic Director, 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

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