

Job Title: Senior Artist Support and Development Manager

Contract: Full Time (flexible/job share considered)

Location: Newcastle upon Tyne

Reports to: Chief Executive

Direct Reports: N/A

Key Internal Stakeholders: Education & Engagement, Venue, Operations, Fundraising and Marketing teams

Key External Stakeholders: Independent artists, dance and performing arts organisations in the North East, co-commissioners, touring venues, funders

Budget Responsibility: Yes

Role Purpose:

To use the resources and expertise of Dance City to support the development of independent dance artists in the North East of England, collaborating with other dance organisations in the region to ensure the most effective and efficient provision.

The postholder will need to be able to operate at many levels. As well as contributing to organisational strategy and leadership as a member of the Senior Management Team, they will be responsible for the practical delivery of Dance City projects, from contract management to room booking. They will have to work closely with teams across Dance City including marketing, education and engagement, and be adept at building external partnerships.

Key Responsibilities:

Strategic Leadership

- **Develop the artist development strand** of the organisation's overall strategy, focusing on the needs of independent artists in the North East and working closely with the CEO and Senior Management Team
- Work across departments to embed **artist support as a core organisational function**
- **Contribute to the development of organisational marketing strategy** to effectively position Dance City's artist support offer
- Design and implement **formal mechanisms for artist voice** in planning and decision making on artist development at Dance City, such as advisory groups, paid consultation processes, or co-creation forums

Partnerships and Regional Development

- Act as a **convener**, strengthening relationships with regional and national partners in dance and beyond to support a joined-up approach to artist development with complementary and connected provision
- Support the development of a **stronger regional infrastructure**, helping artists build sustainable careers
- Create pathways for artists to connect with **national touring networks and presenting partners**

Artist Support and Development

- Build a reputation as a **critical friend and advisor to dance artists across the region**, keen to engage with their challenges and opportunities, and offer advice, signposting and practical support where possible

- Design a **programme of support for independent artists**, drawing on Dance City's resources, including studio space, theatre facilities, expertise and networks. This should dovetail with the offer of other organisations in the region to provide a coherent whole
- Develop and **coordinate delivery of specific opportunities** such as:
 - Professional dance classes
 - Residencies and research & development
 - Mentoring, training & development, exchange and peer networks
 - Platforms to test and share work in development
 - Performance opportunities at Dance City
- **Work closely with marketing team** to communicate with and advocate for artists and to monitor and evaluate performance
- **Ensure work is aligned with Dance City's wider education and engagement programmes** and offers opportunities for synergy where possible

Commissioning and New Work Development

- Lead the **commissioning and co-commissioning of new dance works** for Dance City, ensuring artists are supported to develop ambitious, high-quality work
- Identify and deliver regional, national and multi-national partnerships for **co-commissioning**, including with venues, festivals and producing organisations
- Shape opportunities for commissioned work to be:
 - Presented at Dance City
 - Developed for **national (and where appropriate international) touring**
- Ensure commissioning activity is strategically aligned with artist development goals and wider Dance City strategy
- **Collaborate with marketing team to monitor and use sales data, audience insight and evaluation** to inform programme decisions and maximise reach and impact
- **Work in close collaboration with producing and technical teams**, ensuring a clear distinction between:
 - This role's focus on **creative development, partnerships and commissioning**, and
 - Other teams' responsibility for **production, delivery and presentation**

Maximising Organisational Resources

- As part of the Senior Management Team, develop a building use strategy that ensures an agreed level of space is available for activities that support artist development
- Continuously identify opportunities to increase the use of the building and programme in ways that directly benefit artists

Fundraising and Income Development

- Work with the Senior Fundraising Manager to **identify and develop funding opportunities** that support artist development and commissioning activity
- Lead on the **development of high-quality funding proposals and applications** related to artist development, commissioning and sector support, working with colleagues to shape compelling cases for investment
- **Identify opportunities for partnership funding**, including co-commissioning and collaborative bids with regional, national and international partners
- Contribute to relationships with key funders (e.g. Arts Council England, trusts and foundations), representing the organisation's artist development ambitions and impact
- Work with colleagues to ensure that funded **projects are appropriately designed, managed, resourced, documented and evaluated**, contributing to reporting requirements where needed

Budget Management

- Be accountable for **planning, agreeing and managing budgets** associated with artist development, commissioning and related activity, ensuring that activity is **delivered within agreed financial parameters**
- Work with Senior Management Team to ensure budgets are **aligned with organisational priorities and available resources**
- Use Dance City's financial systems (including **Xero**) to track expenditure, manage budgets and produce accurate financial information
- Provide regular updates on budget performance, identifying risks or variances and taking appropriate action where required
- Ensure compliance with organisational financial procedures and contribute to the **efficient and transparent use of resources**

Equity, Diversity and Inclusion

- Champion inclusive practice, ensuring artist development and commissioning supports **diverse and underrepresented artists**
- Ensure all opportunities are fairly paid and supported
- Work with partners to reduce barriers and improve access across the region

Leadership and Team Development

- Lead and support staff, freelancers and associates delivering artist development activity
- Promote a collaborative, artist-centred culture across the organisation

Monitoring, Evaluation and Learning

- Work with the Senior Management team to develop and implement approaches to measure the impact of artist support and commissioning activity, in line with requirements of funders
- Use insight to inform continuous improvement and strategic development

Person Specification:

Knowledge, Skills and Experience

- Significant experience in **artist development, producing, and / or commissioning**, ideally within dance or the performing arts
- Strong understanding of the **independent artist landscape and freelance practice**, ideally with experience as a practitioner
- Knowledge of the **UK dance sector and regional cultural ecologies**
- Experience of **relationship-building and influencing** to deliver effective collaborations
- **Strategic thinking** and programme development experience
- Track record of **supporting diverse and underrepresented artists**
- **Budget management** experience

This job description is not intended to be exhaustive, and you may be required to undertake other duties reasonably requested in line with the needs of the business.