



Assistant Producer

Thank you for your interest in East London Dance. Please find enclosed the following

- Information about East London Dance
- Job Description
- Person Specification

If you wish to apply for the post, please complete the application form downloadable from www.eastlondondance.org.

You can submit your application electronically to recruitment@eastlondondance.org - please put "Assistant Producer application" as subject title. Or send a hard copy in the post to:

Ben Cooper-Melchioris (Recruitment)
East London Dance
Stratford Circus
Theatre Square
London E15 1BX

Please note that we cannot accept CVs.

Deadlines and Dates

Closing date for applications: Monday 20 March, 11am
Interviews: Monday 27 March 2017
Second Interviews: Monday 3 April 2017

We regret that applications received after the closing date cannot be considered.

East London Dance is an Equal Opportunities employer.



Supported using public funding by

**ARTS COUNCIL
ENGLAND**

ABOUT EAST LONDON DANCE

Our mission is to enrich people's lives by presenting the very best dance opportunities. We do this through reaching and inspiring those in our community least likely to engage in the arts; discovering, nurturing and supporting diverse local artists; and driving forward thinking strategies for dance through innovative partnerships.

As an ambitious creative producer, we commission and stage unique, accessible and inspirational performances and events that attract wide ranging audiences.

As a creative talent incubator, we uncover diverse talent, train young professionals, develop their careers and watch them fly. We invest in people's artistic and business skills supporting the development of creative entrepreneurs.

As a locally rooted dance development organisation we create pathways to experience excellent dance for marginalised communities and those least likely to engage in the arts. We use dance to build healthy and happy communities.

Our work reflects the diversity and eclecticism of East London giving voice to the things that are important to our local community in unique and unexpected ways.

We collaborate nationally and internationally, attracting world-class choreographers and artists to come and work with us. Across the dance world, across generations and cultures, and among our audiences and participants, we make friendships, partnerships and inspired connections.

We believe the communities and artists of East London deserve the highest standards of work, and we never compromise on professionalism and quality. Our values and approach encourages everyone we encounter to achieve their full potential.

We love dance, it changes lives for the better and we believe that everyone has the right to access its benefits.

Core Goals

- Engagement and Experience

Ensure everyone in east London, particularly children and young people, has the opportunity to experience and engage with high quality dance, developing multiple access points and opportunities for progression and development. We will target new audiences and participants, reaching those who do not usually engage in the arts.

- Artist and Artform Development

Commission, produce and present high quality, relevant, accessible and inspirational dance experiences and discover and nurture talented artists and their ideas.

- Diversity and Equality

Embed a holistic approach to diversity in our artistic processes and choices, ensuring our programme is representative of and celebrates our diverse communities and encourages the development of diverse leaders and decision makers.

- Enterprise and Resilience

Develop an innovative business model to ensure we are 'future proof' and able to adapt and respond to our fast changing environment. Upskill the workforce to encourage enterprise in our artists, communities and employees.

- Leadership and Influence

Provide artistic and strategic leadership for dance across east London, influence the development of dance nationwide and encourage and grow diverse future leaders.

Reach

East London Dance currently works across 8 east London boroughs: Barking and Dagenham, City of London, Hackney, Havering, Newham, Redbridge, Tower Hamlets and Waltham Forest. Additionally we have a range of national and international partners with whom we deliver collaborative projects and support the export of work created in east London.

Funding

East London Dance is part of Arts Council England's National Portfolio of Organisations and currently also has multi-year funding from the Esmée Fairbairn Foundation and HeadStart Newham. In addition, we secure funding through a range of partnerships and projects, as well as through earned income and individual giving.

Structure

East London Dance has been under the leadership of Polly Risbridger since her appointment as Director in Summer 2013. There are currently 8 full time posts and one part time post, plus a broad range of freelance artists and specialists.

East London Dance is a registered charity, a company limited by guarantee and is governed by a Board of Trustees, chaired by Moira Sinclair (CEO, Paul Hamlyn Foundation).

Programme

Below are some of the key projects and programmes the Assistant Producer will support and deliver during 2017-18:

- East London Dance Weekenders – a 360-degree programming model that presents performances and debates exploring different themes relevant to contemporary life in East London. Summer 2017 looks at regeneration and gentrification; in Autumn 2017 we hand over creative control to young people; and Spring 2018 will focus on fashion and style.
- East Wall - long term talent development programme with Hofesh Shechter Company culminating in a major new production at Tower of London in July 2018 commissioned and presented by Historic Royal Palaces and LIFT.
- Dance Enterprise Ideas Fund – a co-investment initiative to support dance creatives to research, test or launch new artistic and entrepreneurial ideas in dance.

JOB DESCRIPTION

Post:	Assistant Producer
Salary:	£22,000 per annum
Hours of work:	Based on 37.5 hours per week. Some evening and weekend work will be required
Period of notice:	1 month
Probation Period:	3 months
Annual leave entitlement:	25 days (April to March) plus statutory holidays
Office base:	Stratford Circus Arts Centre, Theatre Square, Stratford, London, E15 1BX
	Projects will incur travel to other sites and venues throughout the east London region
Expenses:	Travel during the course of business will be reimbursed and mileage paid in line with East London Dance's expenses policy
Benefits:	(on completion of probation) Ticket budget to see work, pension scheme, childcare vouchers, staff season ticket loan
Overtime:	Overtime payments are not made. Time off in lieu is provided
Responsible to:	Creative Producer: Artists and Events
Key Relationships (Internal):	Director, General Manager, Communications Manager, Creative Producer: Participation and Events, Creative Producer: Artists and Events, Partnerships & Development Manager, Youth Dance Project Manager, Assistant Participation Producer, Company and Digital Coordinator, Work based learning placements / experience
Key Relationships (External):	Artists, venues, festivals, arts organisations / companies, the public, funders, participants, technicians and collaborators

PURPOSE OF THE POST:

- **To coordinate and support the delivery of performances, events and artist & producer development programmes**

KEY RESPONSIBILITIES:

Programme

- Provide producing support for all performances and events, including high level administration
- Set up and co-ordinate artist & producer development initiatives, including training, professional development, mentoring, creative development, funding and pitches
- Manage backstage at events, including artist liaison
- Be the main point of contact for artists, including distributing opportunities, brokering introductions, reviewing CVs, signposting
- Coordinate all space bookings for the artists and events programme
- Manage relationships with partners, venues, suppliers and research and develop new relationships
- Support the pre-production for performances and events including liaising with technical teams, sourcing equipment, setting schedules, keeping minutes of meetings
- Support Box Office set up and Front of House management
- Seek and co-ordinate performance opportunities for East London Dance's supported artists and companies
- Ensure the staff team are fully briefed about all programmes of activity
- Support the maintenance of high production standards and excellent experiences for audiences and participants

Finance

- Work within all agreed budgets and maintain financial records related to the programmes of activity, ensuring expenditure is controlled and value for money is sought
- Contribute to income generation and work with the staff team to maximise earned income, donation and sponsorship opportunities

Monitoring and Evaluation

- Ensure all necessary data is gathered and uploaded to our CRM, Trackvia
- Prepare all materials required for monitoring and evaluation, including registration forms, audience surveys etc.
- Ensure consent is in place for children, young people and vulnerable adults to participate in and be photographed/filmed in our projects

Communications and PR

- Contribute to the production and distribution of publicity and promotional material for the marketing of the programmes in liaison with the Communications Manager and other members of the staff team
- Collate content for artist newsletters and support creation and distribution
- Coordinate the documentation of events and programmes such as filming and photography
- Contribute to the updating and maintenance of East London Dance's social media profiles and website

Administration

- Support the drafting and development of contracts and letters of agreement for freelance creative and production personnel
- Undertake all aspects of project administration including filing, correspondence, preparation of contracts, photocopying, mailing, and responding to day to day telephone and email enquires.
- Work on a self-serviced basis in relation to administration

Other

- Undertake any other duties as required
- Supervise work experience placements as required
- Work to all legislation and company policies on equal opportunities, diversity, health and safety and employment law etc.
- Represent East London Dance externally as required

PERSON SPECIFICATION

Essential:

- Excellent and demonstrable organisational, coordination and administration skills
- Self-motivated with great attention to detail
- Strong written and oral communication skills with an ability to communicate effectively with a diverse group of people
- A minimum of 1 year professional experience working in the performing arts
- A strong knowledge of and keen interest in dance or the performing arts
- Experience of event delivery and/or project management
- Ability to prioritise workload and also re-prioritise around changing demands
- A good team player
- A creative problem solver, comfortable in tackling difficult situations and able to take responsibility for actions
- Strong numeracy skills, able to work accurately with budgets, data and figures
- Very competent Microsoft Office user and familiarity with databases
- Ability to work under pressure, and to manage a busy workload with high productivity
- Understanding of Equal Opportunities practice with a deep commitment to equality and diversity
- A desire to learn and grow as a producer

Desirable:

- Knowledge of East London and the dance/cultural scene
- Ability to talk confidently with large groups of people
- Experience of working on partnership projects
- Knowledge of event management protocols and health and safety policies
- Experience of working with production and technical teams on events