



Company & Digital Coordinator JOB PACK

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 and Equal Opportunities form downloadable from www.eastlondondance.org.

In the interest of environmental sustainability, we request you submit your application digitally to recruitment@eastlondondance.org. Please put "Company & Digital Coordinator application" as the 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

If you have any access needs and would like to discuss an alternative method of submission such as video, please contact recruitment@eastlondondance.org or 020 8279 1050 in advance.

Please note that we cannot accept CVs.

Deadlines and Dates

Closing date for applications:	Tuesday 18 April 2017, 11am
Interviews:	Monday 24 April 2017
Second Interviews:	Thursday 27 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 THE POST

The Company & Digital Coordinator role is a front-line role that facilitates administration, finance, marketing and digital activity. Working closely with the General Manager and Communications Manager, the role coordinates our website and operational systems, supports finance, and attends programme activities to create content for our marketing campaigns and social media.

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 two part time posts, 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 East London Dance is delivering in the next two years:

- **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.
- **The Fi.ELD** (Future Innovators. East London Dance) – training to offer 16-25 year olds the skills, knowledge, networks and resources to make their ideas happen. With support from Esmée Fairbairn Foundation we are rolling this programme out nationally to enable regional partners to develop our framework in their area.
- **Headstart Newham** – a participatory dance programme for 10 – 16 year olds at risk of developing mental health issues.
- **Tailor Made Dance** – the sale of dance services to the commercial, education, charity and arts sectors. Previous clients include Westfield, Canary Wharf, Latitude, universities, schools, local authorities and youth centres, where we have delivered workshops, participatory activity and performances.

JOB DESCRIPTION

Post:	Company & Digital Coordinator
Salary:	£19,000 – £21,500 per annum based on experience
Hours of work:	Full-time, 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:	General Manager
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, Assistant Producer, Work based learning placements / experience
Key Relationships (External):	The public, funders, arts organisations and marketing partners, participants, artists, teachers, educational institutions, venues, local authorities, partners and commercial hirers.

PURPOSE OF THE POST:

- **To provide coordination and support across the breadth of the organisation including operations, communications, finance and the artistic programme**
- **To support the organisation's developing digital strategy and presence**

KEY RESPONSIBILITIES:

Operations

- Act as first point of contact for queries to East London Dance responding to day-to-day email and telephone enquiries
- Carry out routine administrative duties including office correspondence, photocopying, filing and taking minutes
- Lead on the coordination of the day-to-day company operations, including maintaining office supplies, managing post and signing out equipment
- Take responsibility for the maintenance and improvement of East London Dance's cloud-based CRM database TrackVia, including system development projects approved by the General Manager
- Track all space bookings at Stratford Circus Arts Centre and other venues
- Liaise with artists to coordinate applications to the Disclosure and Barring Service (DBS), ensuring accurate records are presented to the General Manager and submitted
- Review and implement systems as required to ensure the smooth running of the organisation

Communications and Digital

- Work with the General Manager and Communications Manager to implement the digital strategy across the organisation's online communications, data collection, operational systems and audience development plans
- Manage, maintain and update the East London Dance website in liaison with the Communications Manager
- Plan and implement East London Dance's social media presence, generating relevant content where necessary
- Maintain the East London Dance image library and communications archive
- Support the Communications Manager with the development and implementation of marketing and PR campaigns, particularly managing website, reciprocal partner and social media coordination
- Ensure that all digital information is current and accurately reflects East London Dance and promotes its activities through its own website and other online environments
- Work with the General Manager and Communications Manager to develop the depth and breadth of East London Dance's audiences

- Work with the General Manager and Communications Manager to devise and implement new digital initiatives as required
- Carry out market research as required

Financial

- Prepare monthly payroll for artists
- Provide financial administration support including petty cash, credit card and direct debit reconciliations; cheque requests; invoice generation and tracking; and chasing debtors
- Coordinate a weekly pay run
- Prepare statements from the accounts package to enable regular budget reconciliation
- Work within all agreed budgets and maintain financial records related to your work

Monitoring and Evaluation

- Support the collation, filing and analysis of all quantitative and qualitative evaluative data across the organisation

Artistic Programme

- Co-ordinate some Tailor Made Dance projects and events on occasion including managing queries and issuing quotes and contracts, in liaison with the Assistant Producers and Creative Producers
- Support the delivery of events and projects in the programme as required

Other

- Undertake any other duties as required
- Attend and staff East London Dance events as required
- Induct and 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 2 year's professional experience working in an arts, charity or educational sector
- Experience of managing social media
- Ability to prioritise workload and also re-prioritise around changing demands
- A good team player
- Ability to work under pressure, and to manage a busy workload with high productivity
- Very competent Microsoft Office user, particularly Excel, and familiarity with CRM databases
- Strong numeracy skills, able to work accurately with data entry and checking figures
- Experience of dealing with financial information
- Understanding of and commitment to Equal Opportunities practice

Desirable:

- A strong knowledge of and keen interest in dance or the performing arts
- Experience of generating fresh, engaging online content and messaging, including photo and video editing
- Understanding of administration systems in the non-profit arts sector
- Experience of maintaining websites
- Experience of delivering marketing campaigns
- A desire to learn and grow as an arts administrator, producer or marketer