

**EAST
LONDON
DANCE**

**ARTIST SUPPORT
PRODUCER
(PART TIME)
JOB PACK
JULY 2021**



Myself UK Celebration Dance Battle, 2019. Photo by Foteini Christofilopoulou



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



A QUICK SNAPSHOT

Thank you for your interest in the Artist Support Producer role at East London Dance. Enclosed in this recruitment pack is some information and context about East London Dance, as well as the job description and person specification.

The Artist Support Producer drives our artist and producer support programme to ensure our work remains relevant and of benefit to our artistic communities. It's an exciting time at East London Dance as we prepare to move into our new home, which offers you the opportunity to deliver a programme of support and investment for the dance community using our beautiful new studios and workspace.

Job Overview:

Role:	Artist Support Producer (p/t 0.6)
Salary:	£18,000 per annum (£30,000 full time equivalent)
Working hours:	3 Days (22.5 hours) per week
Annual leave:	15 days plus statutory holidays per annum (25 days full time equivalent)
Location:	3 Sugar House Lane, Stratford, London, E15 2QS
Reports to:	Programme Director
Length of Contract:	1 year fixed term (with potential to extend)

How to Apply:

Please send a CV (with 2 referees) and covering letter stating why you want the role and how your experience is relevant, paying particular attention to the person specification (no more than 2 pages of A4) to: recruitment@eastlondondance.org

Please also complete and submit an online anonymous Equal Opportunities Form [here](#)

Closing date for applications:	Monday 2 August 2021, 12noon
Interviews:	Friday 13 August 2021

Interviews will take place in person at Sugar House Island, E15 2RB, with a digital alternative available.

More information can be found on the final page.

WE ARE EAST LONDON DANCE

East London Dance is here to champion and grow the east London dance scene.

We are here for everyone with an interest in expressing themselves through dance - from those with a simple passion for movement, to the creative leaders who go on to form professional dance companies.

We are a catalyst for creativity, for dance creators and producers, and for their careers. We build wide-ranging creative communities by investing in east London's dance artists and their cultural and creative influences, as well as curating bespoke opportunities for expression and performance in a raft of dance styles including hip hop, contemporary and South Asian.

From the contemporary themes we explore through dance, to the boundary-breaking projects we champion and produce, to the unexpected spaces in which we present shows, we trust in the ambition of others and place the artists and participants we work with at the centre of our decision making. It's how we give light to the issues that matter and drive the social impact we all desire.

As a connector between communities and the cultural sector, we collaborate locally, nationally and internationally; bring world renowned artists to mentor and inspire creatives; and embed role models within local communities, sharing valuable, confidence-building life skills.

Our doors are open to all, connecting creativity to opportunity and creating pathways, particularly where they're lacking or don't currently exist. And by building healthier lives with dance and the training that goes with it, we help develop physical health and mental wellbeing.

In autumn 2021, we are moving into our own building alongside music partner, [UD](#). This will be a pioneering dance and music hub for artists, young people, local residents and the wider arts sector, located at Sugar House Island in Stratford.

“We believe that creative leaders are essential to developing stronger local communities.”

THE NUMBERS

- We reach audiences of over 54,000 each year
- We mentor over 70 artists and producers every year
- Over 2,400 people participate in our activity each year
- 60% of our audiences and beneficiaries are people who are least likely to engage in the arts

OUR WORK

We have three core strands of work:

- **Participation** – offering excellent dance experiences for our local communities to provide enjoyment, increase learning, improve health and well-being, build confidence and resilience, and provide clear pathways for progression into employment and/or training.
- **Artist Support** – providing artistic and business support to artists and producers enabling them to explore, create and present new work and develop sustainable careers.
- **Performances and Events** - commissioning, co-producing and presenting outstanding dance performance that showcases the next generation of creative talent; supports creatives to inspire and attract new audiences; challenges traditional conventions about how dance is staged; embraces collaborations across art-forms; and profiles digital innovation.

Underpinning all of this is a commitment to co-creation – giving programming and decision making power to young people and artists.

OUR BEHAVIOURS

We lead

We're here to grow the east London dance scene—that means we push boundaries and make bold choices.

We stand together

Like friends and family, we've got each other's backs. We embed positive role models in the communities we serve.

We pioneer

We create performances and events that challenge conventions and explore brave themes.

We welcome

We are accessible to everyone in the community who is passionate about dance. On or off the stage, we can support your growth.

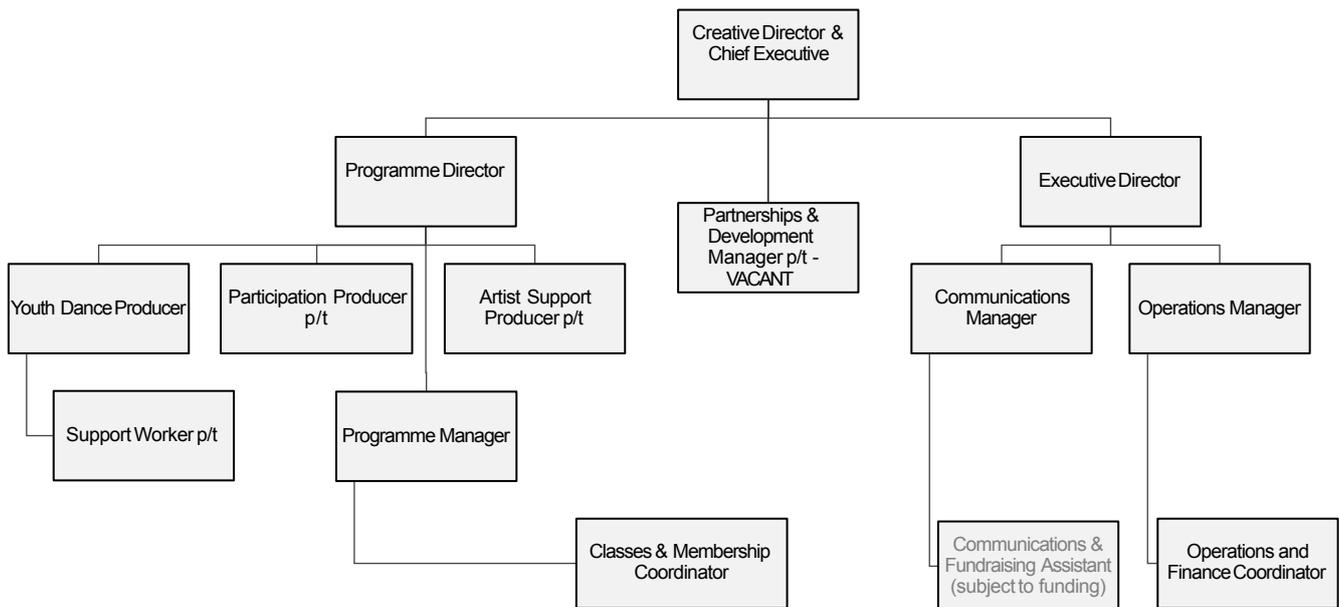


THE FUTURE

This is an exciting time of organisation change at East London Dance as we prepare to move into our own building for the first time in our 30-year history, finally giving us and our communities a home for dance in east London. Together with music organisation UD, we are creating The Talent House. With state of the art studios and workspaces, a refurbished heritage building will become a vibrant new creative hub at the heart of Vastint UK's new Sugar House Island development in Stratford. We will be moving in autumn 2021 ready to launch a new programme from January 2022.

3 Sugar House Lane will be an authentic and aspirational space to unlock the potential of the next generation of dancers, choreographers, musicians, composers and producers. It will be an incubation hub and creation space with strong industry links for innovation in the creative industries, launching new projects, products and careers. It will be a place of collaboration, encouraging the cross-fertilisation of talent and ideas between both organisations and the people that use the building.

STRUCTURE



We also have a range of longstanding freelancers including a PR Consultant, IT Consultant, and Book-keeper.

East London Dance is a registered charity; a company limited by guarantee and is governed by a Board, chaired by Moira Sinclair (CEO, Paul Hamlyn Foundation) with 8 other active trustees.

OUR ARTIST SUPPORT PROGRAMME

Our House: Artist Takeovers is a new East London Dance programme which hands over creative control to artists and collectives, positioning them as decision makers within our artistic offer. Through a regular programme of activity throughout the year, Our House is designed to support the careers of independent artists and producers and the creation of new work, establishing the Talent House as a resource and ‘home’ for our artistic communities; through it, we want to support a sustainable and diverse sector, invest in the careers of creative freelancers and reach wider audiences.

East London Dance Membership Scheme - As an integral part of our plans for the Talent House, we are developing an East London Dance Membership scheme for independent artists, producers and creatives. It aims to give access to affordable workspace, professional development and career support, and a chance to join a community of creatives. We are currently conducting a survey to ensure we design a membership that is relevant to the needs of our community.

For more information on our current Artist Support partnership projects go to our website: [We Move](#), [Ideas Fund](#) & [Creative Lab](#)

Myself UK Celebration Workshop, 2019. Photo by Foteini Christofilopoulou



Myself UK Celebration - DECADE, 2019. Photo by Foteini Christofilopoulou

TERMS OF EMPLOYMENT

Job title:	Artist Support Producer
Salary range:	£18,000 per annum (£30,000 full time equivalent)
Hours of work:	3 days (22.5 hours) per week. Some evening and weekend work will be required
Length of Contract:	1 year fixed term (with potential to extend)
Period of notice:	Two months
Responsible to:	Programme Director
Annual leave entitlement:	15 days plus statutory holidays per annum (25 days full time equivalent)
Office base:	3 Sugar House Lane, Stratford, London, E15 2QS (option for part remote working)
Expenses:	Travel during the course of business will be reimbursed and mileage paid in line with East London Dance's expenses policy
Benefits:	Pension scheme, (on completion of probation) ticket budget to see work, staff season ticket loan, cycle to work scheme, tech scheme
Overtime:	Overtime payments are not made. Time off in lieu (TOIL) is provided in line with East London Dance's TOIL policy.
Key relationships (external):	Artists, producers, programme partners, the public, funders, participants, technicians, collaborators, venues, festivals and arts organisations/companies



JOB DESCRIPTION

Purpose of the Post:

- To design, launch and produce East London Dance's new flagship artist support programme *Our House*, through regular artist takeover events in The Talent House
- To produce a diverse programme of artist & producer support initiatives and events

Key Responsibilities:

Programme

- Devise and produce programmes and events as part of *Our House: Artist Takeovers* including all aspects of planning, delivery and evaluation
- Contribute to the curation and commissioning of *Our House* opportunities for independent artists, companies, producers and young creatives
- Develop and manage artist and producer support initiatives, including training, studio usage, professional development, mentoring, creative development, networking, funding and pitches
- Seek and produce performances and events featuring East London Dance's supported artists and companies
- Be the main point of contact for artists, including distributing opportunities, brokering introductions, reviewing CVs, signposting
- Manage relationships with partners, venues, suppliers and research and develop new relationships
- Provide mentoring and support for artists where relevant, contributing to their personal and professional development
- Contribute to creative ideas generation for the East London Dance programme
- 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 and Income Generation

- Manage the *Our House* budget in liaison with the Programme Director, ensuring expenditure is controlled, income is drawn down on schedule and value for money is sought
- Manage quarterly reconciliation and budget holder reporting to the Operations Manager, Programme Director and Executive Director
- Prepare and contribute to financial reports for funders
- Contribute to income generation and work with the staff team to maximise earned income, donation and sponsorship opportunities
- Research and contribute to funding applications and pitches as required

Monitoring, Reporting, Data and Evaluation

- Ensure all necessary data is gathered and uploaded to our CRM, TrackVia in accordance with GDPR guidelines
- 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
- Produce evaluation and funding reports for the programmes as required

Communication and PR

- Work closely with the Communications Manager and in liaison with the Programme Director to ensure effective marketing and PR for the artistic programme
- 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
- Be an advocate and spokesperson for East London Dance at events

Management

- Line manage contract, freelance and volunteer staff as required
- Ensure that all staff and contractors understand and apply the organisation ethos and policies in their approach to work

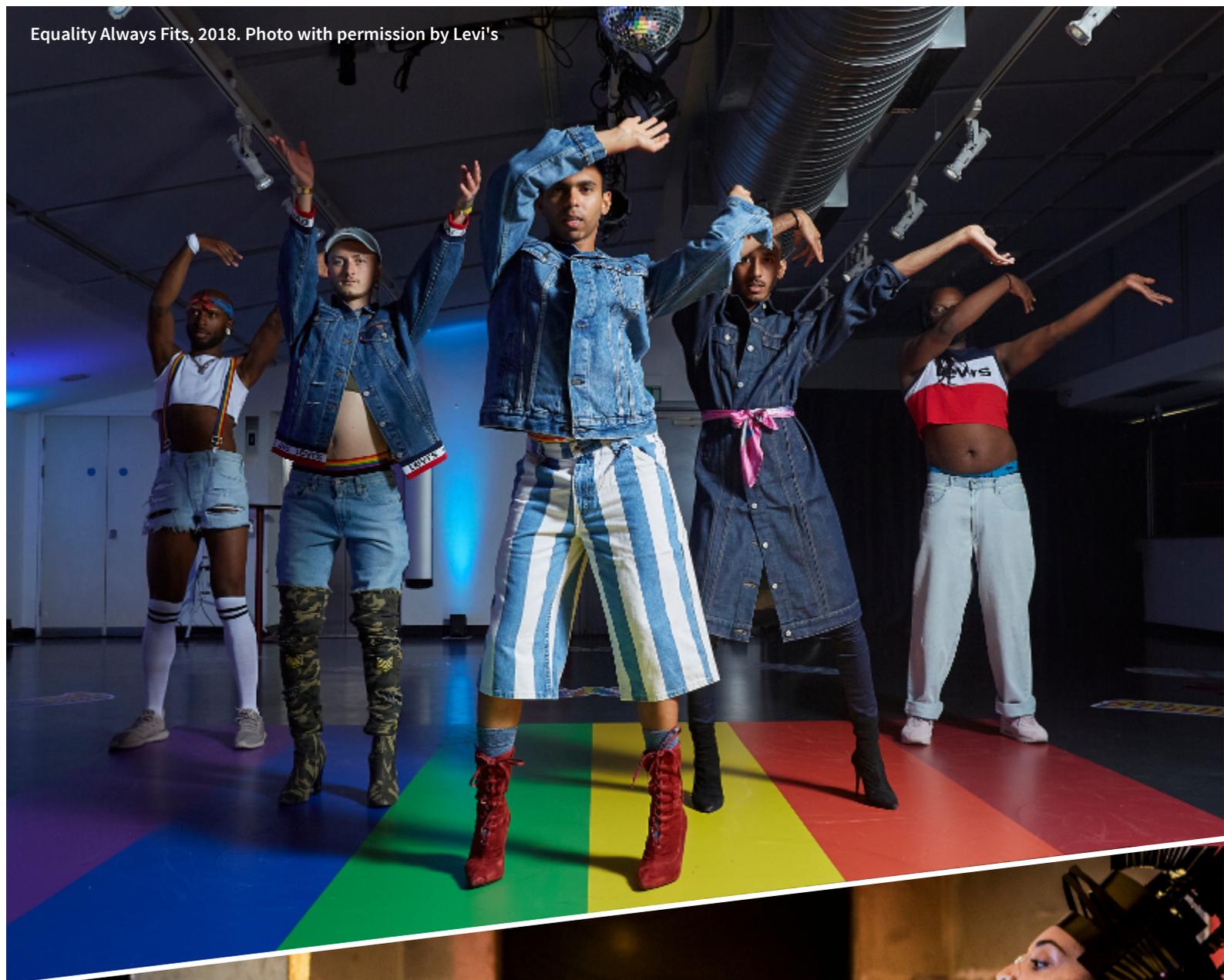
Operations

- Review and implement project management systems regularly to ensure the smooth running of the programme
- Undertake all aspects of project administration
- Work on a self-serviced basis in relation to administration
- Provide reception desk or building operations support when requested on an ad-hoc basis

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.
- Attend and staff East London Dance events as required

Equality Always Fits, 2018. Photo with permission by Levi's



IDENTITY, 2018. Photo by Víctor Frankowski

PERSON SPECIFICATION

Essential experience and knowledge:

- Proven track record of successful project and/or event management
- A keen interest in supporting the independent dance sector to access opportunities and build sustainable careers
- Excellent and demonstrable organisational, coordination and administration skills with great attention to detail
- Strong written and oral communication skills with an ability to communicate effectively with a diverse group of people
- Strong numeracy skills, able to work accurately with budgets, data and figures
- Understanding of Equal Opportunities practice with a deep commitment to diversity, equality and inclusion

Desirable experience and knowledge:

- Knowledge of East London and the dance/cultural scene
- Experience of working closely with the hip hop dance community with knowledge of hip hop culture, history and practice
- Experience of working on partnership projects
- Experience of artistic programming and curation
- Coaching, mentoring and facilitation skills and experience
- Experience of supporting the development and implementation of marketing and PR campaigns

Essential personal attributes, behaviours and attitudes:

- A creative self-starter, able to take the initiative and make decisions
- Ability to prioritise workload and also re-prioritise around changing demands
- A good team player



HOW TO APPLY

Please submit:

- A CV with 2 referees
- A covering letter saying why you would like the role and how your experience is relevant, paying particular attention to the person specification (no more than 2 pages of A4)

Please email to recruitment@eastlondondance.org

Please also complete and submit an online anonymous Equal Opportunities Form [here](#)

Deadline: Monday 2 August 2021, 12noon

Shortlisted candidates will be invited to interview on Friday 13 August 2021

If you would like to have an informal, confidential conversation about the role in advance of applying please contact Molly Sanders (Programme Director) at molly.sanders@eastlondondance.org

We welcome and celebrate all protected characteristics and wish to build an inclusive staff team that reflects the rich diversity of our UK communities.

East London Dance is committed to widening access to working in the arts and value the positive impact that difference has on our company. We are therefore particularly interested in hearing from people who are underrepresented in the sector, such as those who identify as D/deaf and/or disabled, those from low socio-economic backgrounds, people of African or Caribbean heritage, South Asian heritage, East Asian heritage, West Asian heritage, Central Asian heritage, South East Asian heritage, people of Middle East and North African heritage* and those who have experienced racism. By the term 'those who have experience racism', we are referring to individuals who have experienced discrimination based on the colour of their skin, race and/or their culture.

[***#BAMEOver – A Statement for the UK, Sept 2020**](#)

ACCESS

For assistance or any access requirements please contact recruitment@eastlondondance.org. We will work with applicants to ensure an accessible interview process relevant to individual needs as required.