

DanceXchange
Programme Manager – Performance & Artist Development
(maternity cover)



Application Pack

Post: Programme Manager – Performance & Artist Development
(maternity cover)
Salary: £27,500 per annum
Contract: Fixed term, January 2022 – February 2023, full time

DanceXchange is looking for a motivated and energetic Programme Manager for Performance and Artist Development to help deliver our vision for DanceXchange's public programmes and Birmingham International Dance Festival 2022.

ABOUT DANCEXCHANGE

DanceXchange is an internationally known Birmingham-based dance agency that presents and produces some of the best UK and international dance; supports artists to create and develop their work; nurtures talented young performers, choreographers and leaders; and engages people of all backgrounds in dance activity. We're passionate about dance and we want everyone to enjoy the positive transformations it creates.

ABOUT BIRMINGHAM INTERNATIONAL DANCE FESTIVAL (BIDF)

Produced by DanceXchange, BIDF is a major biennial festival which takes over the city's theatres, streets and squares with show-stopping performances and engaging choreography. BIDF presents a dynamic mix of international and UK dance, celebrates talented young artists, reaches out to new audiences, and involves people of all backgrounds as participants and volunteers. BIDF is a powerful cultural asset for the city – connecting people with great dance, creating a vital space for artistic dialogue and exchange, and showcasing Birmingham as a world leading destination for dance.

THE PROGRAMME MANAGER ROLE

The Programme Manager will work with the Head of Artistic Programmes on the development, production and delivery of DanceXchange's public performance programme including events within Birmingham International Dance Festival that will take place in summer of 2022. They will also work on the development and delivery of Artist and Professional Development initiatives both online and live.

We are seeking applications from individuals with a good knowledge of the performing arts, a proven track record in managing and delivering performances and events, and a good understanding of the needs of creative practitioners, performing artists and touring companies. You will need excellent interpersonal and communication skills; highly developed organisational and administration skills; the ability to problem-solve; and a collaborative, proactive, positive and self-motivated approach. **If you feel you fit our brief, we'd love to hear from you!**

DanceXchange thrives on the passion, creativity, and commitment of all the people we work with and we are committed to celebrating difference in all aspects of our makeup, governance and work output. We strive to be an inclusive organisation. We recognise the positive values of diversity, promote equality and challenge all forms of discrimination. We actively welcome and encourage people of all backgrounds to apply for this role. We are particularly keen to hear from candidates reflecting a broad range of voices, opinions, and experiences across age, class, disability, gender, race, religion, and sexual orientation.

For further details, please see the Job Description and Person Specification below.

To apply, please complete a DanceXchange application form and Equal Opportunities monitoring form, downloadable from www.danceexchange.org.uk/opportunities. You may provide a video/audio file (max. 5 mins) instead of completing the 'How you meet our brief' section of our application form. Please include 'Programme Manager Application' in the subject line.

Closing date for applications is Monday 13 December 2021, 12noon

Interviews will take place on Thursday 16 December 2021, on Zoom

DanceXchange is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. Registered charity no. 1045364. Registered company no. 2784677

**Programme Manager (maternity cover)
Performance and Artist Development
Job Description**



Salary:	£27,500 per annum
Location:	DanceXchange, Birmingham Hippodrome, Thorp Street, Birmingham B5 4TB
Contract:	January 22 – February 23, Full time (Maternity Cover) Fixed term, up to 13 months
Hours:	35 hours per week. Usually Monday-Friday during office hours. Evening and weekend working will be required when needed to fulfil the demands of the role. This will be essential during festival delivery periods.
Holiday allocation:	23 days per annum plus 8 Bank and Public Holidays

Management

Reports to the Head of Artistic Programmes

Purpose of the Job

To work with the Head of Artistic Programmes, Festival Producers and other members of DanceXchange's team in the development, production and delivery of DanceXchange's public performance programme including Birmingham International Dance Festival 2022.

To work with the Head of Artistic Programmes on the development and delivery of a range of Artist and Professional development activities including residencies, professional classes and range of national projects.

Main Duties

Performance Programme & Venue Management

- To manage performances and events as part of the DanceXchange public performance programme, including Birmingham International Dance Festival, ensuring best practice in all areas
- To be a key point of contact and care for visiting artists and companies, ahead of and during their visit, ensuring they are well supported and that their needs and requirements are met.
- To duty manage specific public performances at the Patrick Studio and BIDE events, and to brief and supervise venue front of house staff where necessary, ensuring that DanceXchange provides a welcoming, efficient and safe facility for all of its users.
- To make sure that all aspects of the artistic programme receive appropriate technical support in liaison with Birmingham Hippodrome Technical team and BIDE's Technical Director
- To ensure compliance with the Health & Safety policies and procedures of DanceXchange and BIDE performance venues and locations and prepare risk assessments as required, in liaison with the appropriate Technical team.
- To act as a Fire Marshal and Appointed First Aider (training will be provided).

Professional and Artist Development

- To play a key role in artist development and contribute to the development and delivery of new artists development initiative with a particular reference to development of choreographic talent.
- To be a key point of contact and care for artists in residence, enabling open communication and ensuring we provide a safe, supportive and welcoming space.
- To work actively as part of the Birmingham Pro Class initiative with the members of Steering Group to deliver regular professional classes at DanceXchange, including securing tutors, drafting contracts, and coordinating meetings.

Administration

- To negotiate and prepare contracts with venues, artists, companies, suppliers and partners, as required, in line with agreed processes and templates, and in liaison with the Head of Artistic Programmes and Deputy CEO.
- To carry out all relevant administration, to include: correspondence with artists, venues, partners and suppliers; booking studios and dressing rooms; organising travel and accommodation; and coordinating artist call outs.
- To keep up-to-date records, gather artist feedback, and produce statistical and evaluation reports related to performance and artist development programmes, to inform DanceXchange reporting and programme development.

Other

- To deputise for the Head of Artistic Programmes at meetings and events when required and as appropriate.
 - To work within budgets and ensure good value for money in all areas.
 - To ensure that all DanceXchange policies, procedures and processes are observed and positively implemented.
 - To work in a way which celebrates diversity and inclusivity and encourages best practice.
 - To maintain discretion and confidentiality at all times, and manage conflicts of interest.
 - To act as a positive advocate of DanceXchange at all times.
 - To carry out any other tasks as may be agreed with members of the Senior Management Team.
-

Person Specification

- Proven track record of producing and managing performances and events
- A good understanding of the needs and requirements of creative practitioners, performing artists and touring companies.
- Excellent written and oral communication skills.
- Excellent interpersonal skills with a proven ability to quickly build and maintain relationships with colleagues and collaborators.
- Experience of engaging and working closely with a wide range of partners and artists.
- Sound financial skills and experience of managing project budgets on target.
- Highly organised with strong administrative skills and attention to detail.
- Ability to self-manage and self-motivate.
- Ability to prioritise workload and work effectively under pressure.
- Ability to problem solve quickly and independently.
- A collaborative attitude and a flexible, proactive and positive approach.

A satisfactory Criminal Records Background (DBS) check is required for this post, because the role will involve contact with children and vulnerable adults where the post holder is in a position of authority.

How to apply

Download a DanceXchange job application form and equal opportunities monitoring form at www.dancexchange.org.uk/opportunities. You may provide a video/audio file (max. 5 mins) instead of completing the 'How you meet our brief' section of our application form.

Complete both forms and submit by email, along with your video/audio file (if applicable), by email to recruitment@dx.dance. Please include 'Festival Producer Application' in the subject line.

Closing date for applications is Monday 13 December 2021, 12noon

If shortlisted, you will be invited to attend Zoom interview on Thursday 16 December 2021

To find out more, visit www.dancexchange.org.uk or call 0121 667 6730

We regret we are unable to interview all applicants but will endeavour to inform you if you have or have not been shortlisted. Applications made through recruitment agencies will not be accepted.

DanceXchange is an equal opportunities employer, welcoming applications from all sections of the community. Registered charity no. 1045364. Registered company no. 2784677

ABOUT DANCEXCHANGE

For over 25 years, DanceXchange (dx) has played a pivotal role in the growth and development of dance in the Midlands, connecting people with great dance, nurturing young dancers and championing some of the UK's best artistic talent. We're passionate about dance and we want everyone to enjoy the positive transformations it creates.

dx is an internationally known Birmingham-based dance agency that presents and produces UK and international dance with a focus on work that is current, new and choreographically driven, and that is artistically ambitious, engaging and inspiring. We are committed to supporting and showcasing high quality dance that resonates with our city's young and diverse audiences.

dx has a strategic role in developing the artform and provides packages of support for artists and choreographers to help them develop their practice and build sustainable dance careers. We also manage the new Birmingham Pro Class membership scheme on behalf of partner dance organisations and artists.

In partnership with Sampad South Asian Arts and Heritage, dx runs the Centre for Advanced Training (CAT), an elite training opportunity for young people aged 11-18, who show exceptional talent and potential in Bharatanatyam, Kathak and Contemporary styles. This is complemented by Generate, a feeder programme for 10-14year olds with potential. We are also the lead organisation for U.Dance WM, the West Midlands platform which showcases some of the most talented young dancers in the region.

dx offers a bespoke schools programme, exploring ways to embed dance at the heart of the curriculum, supporting cross-curricular and topic-based learning in schools, and creating activity that contributes to positive mental wellbeing, social interaction and empathy. We also run a recreational class programme in our studios, with weekly classes for people aged 10-60+, in a range of styles and at different levels, to enable development and progression.

dx's largest project is Birmingham International Dance Festival (BIDF), a major award-winning biennial festival which brings inspiring international dance to the city's theatres, showcases local talent, takes over Birmingham's streets and squares with exciting free performances, and creates lots of opportunities for people of all backgrounds to get involved. BIDF also delivers professional development events, debates and workshops, opening up a valuable space for dialogue, collaboration and sharing of ideas. Since its beginnings in 2008, the festival has played a vital role in putting dance centre stage in Birmingham and is a powerful cultural asset for the city.

dx is an active partner in Dance Hub Birmingham (DHB), a dynamic collaboration of organisations and individuals representing the West Midlands' professional dance sector.

DanceXchange is proud to be an important part of making Birmingham and the wider region a place where dance and dance artists can flourish.

To find out more, visit www.danceexchange.org.uk