



Recruitment for Executive Director

Thank you for your interest in the role of Executive Director at Dance4. Below is further information about this post and the organisation.

To apply for the role please download and complete the [Application form](#). Then complete the [online submission here](#), giving your contact information, entitlement to work in the UK and details of 2 referees. Upload the Application as a Word document or PDF as part of your submission.

On completion you will also be asked to fill out a Monitoring Form.

Dance4 is committed to equality of opportunity and diverse candidates are encouraged to apply. If you would like to submit your application in an alternative format or have any particular requirements for the interviews, please let us know how we can support you.

The deadline for applications is **Monday 29 June at 10am**.

There will be two stages of interviews for the post; please ensure you are available for both dates. Shortlisted candidates will be invited to a short online interview on Zoom on **Friday 3 July**. No preparation will be required at this stage.

Selected candidates will then be asked to attend an interview day on **Thursday 9 July**. We hope this can be in person at Dance4's international Centre for Choreography in Nottingham, following appropriate social distancing. However, it may be held virtually depending on government guidelines in force at the time. Travel expenses can be claimed up to a maximum of £80.

For any questions or if you require further information please contact jobs@dance4.co.uk.

Best wishes,

Paul Russ

Artistic Director and Chief Executive



Executive Director - Information for candidates:

Background information on Dance4

Job Description

Person Specification

Terms & Conditions

Application Questions

For current information on our programme visit our website at www.dance4.co.uk.

A summary business plan, equality and diversity and environmental policies can be downloaded from www.dance4.co.uk/about-dance4/.

Background Information

Dance4 was founded in 1991 as a consortium of regional promoters and agencies came together to create a registered charity and limited company to support the development of dance in the East Midlands. In May 2016 Dance4 realised one of its long-term business objectives with the move to its international Centre for Choreography in Nottingham. This has enabled the organisation to finally take residence of spaces that embody its international reputation as an organisation of the highest quality.

Artistically, Dance4 has established an international reputation for experimental work that places 'the questioning of practice' at the heart of its programmes and champions research, debate and learning. Dance4 has curated and managed the international festival, Nottdance, since 1995. It is committed to the development of artists and the art form of dance, and sees empowering future generations of dance artists as central to this aspiration.

Dance4 has become a celebrated dance development organisation both nationally and internationally, contributing significantly to the development of dance and choreographic practice in the UK. In more recent years the organisation has created a producing portfolio, increased presenting and undertaken research into new areas of work. It has actively embraced its strategic function as a development agency for the East Midlands, increasing public engagement in dance and providing high quality pathways and frameworks to encourage participation and training for children and young people.

Dance4 has been a regularly funded client of Arts Council England throughout its history. In 2016 Dance4 was given a significant uplift in funding to deliver an international showcasing programme for Dance from England.

Mission

Through exploration of new territories in dance and choreographic practices Dance4 provides inspirational artistic experiences by artists from across the world, engaging people of all ages across Nottingham, the Midlands and beyond. Dance4 has a unique national voice in the development of new discourses, knowledge and practices that are informing the future of the dance and choreographic field from its home at the international Centre for Choreography in Nottingham.

As a strategic agent for dance, Dance4 provides local, national and international leadership, working in partnership with venues, local authorities, education, creative industries and other providers to connect the most extraordinary dance and choreographic practices to the widest possible audiences.

Operations

Dance4 has a turnover of around £900,000 a year. In our last published accounts for 2018/19 there were unrestricted reserves of £66,085. A designated fund to recharge depreciation for the capital project over 25 years stood at £463,653. A sinking fund for building repairs and renewals is being built up each year and stood at £32,219 and further designated funds for programme development stood at £113,999. Restricted funds of £76,380 were allocated for grant-funded programme activity.

Dance4's main income is its revenue grant from Arts Council England of £591,014, with Department of Education providing a further £148,384 through means-tested student grants and recruitment funding for Dance4's Centre for Advanced Training.

Dance4 has a team of 11 employed staff. Our programme is delivered by a wide range of visiting artists and other practitioners working on freelance contracts. We have retainer contracts in place with HR lawyers, an IT specialist, web designers and a Health & Safety company who provide expertise and support.

Dance4 is part of a range of local/national networks, and partnerships are very important to the company. Currently Dance4 is part of Ticketing Network East Midlands that runs Tessitura box office/CRM software for a consortium of 4 partners in Nottingham.

Fundamental to Dance4's mission is to consider the needs of the individual and undertake our programmes and operations with a person-centred approach. The organisation is committed to diversity and recognises that diverse practice refreshes and releases the true potential of creative process and working practices. Dance4 is committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance.

Dance4 also recognises that the arts need to play its part in working towards UK and international climate change commitments to reduce carbon emissions.

Current position of Dance4

Dance4 is currently closed to the public because of Covid-19 and the team are all working from home. We plan to begin opening up the building and returning to work in July.

During these unprecedented times Dance4 is fortunate to be in a secure position, able to trade through this period of uncertainty. There has been no need to utilise the Governments Job Retention Scheme nor seek Emergency Relief from Arts Council England. All freelance artist contracts that were in place have also been honoured. Dance4 is also offering emergency support for dance practitioners in the East Midlands facing financial difficulties. The support from Arts Council England and Department for Education, coupled with sound levels of reserves and balancing income and expenditure, provides a strong footing to navigate these uncertain times.

Dance4 is currently considering long-term planning in light of the current situation, the needs of dance, and the necessary considerations in applying for NPO funding in the next 12 to 18 months.

Staff Team

Dance4 implemented a new Senior Management Team structure in 2018 to better support development of the business over the next 3-5 years.

Artistic Director / Chief Executive, Paul Russ, leads the organisation's strategic development and delivery, and works with two senior managers to drive forward strategies to secure the necessary resources to deliver Dance4's work.

Programme Director, Hannah Sharpe, joined Dance4 in 2018 to provide the organisation with strategic leadership in its delivery of Dance4's artistic objectives through creating and implementing effective plans for all programme activities, and overseeing audience development and marketing activities to support them. Hannah will be on maternity leave from July 2020, returning in January 2021 and cover is being arranged for this period.

The role of Executive Director provides the organisation with strategic leadership in its delivery of Dance4's financial and operational objectives.

Three mid-level Producer roles take specialist leadership for areas of the programme, with a team of 5 support staff across programme, communications and operations.

Working in Nottingham

Nottingham is a vibrant city with a strong cultural offer, a fast-growing creative industries sector, award-winning public transport and two world class universities. For more information about living and working in Nottingham visit:

www.investinnottingham.com/why-nottingham
marketingng.co.uk/

Job Description for Executive Director

Reports to: Artistic Director / Chief Executive,

Responsible for: Communications Officer, Programme Administrator, Operations Administrator and other staff as required

Purpose:

To provide the organisation with strategic leadership in its delivery of Dance4's financial and operational objectives through robust systems that enable the organisation to be legally compliant, financially robust and underpin the artistic endeavour of the organisation. To support continual diversification and growth in investment and income to fulfil Dance4's objectives.

Main Responsibilities

- Financial management in line with the organisation's business plan
- Operational matters including premises, legal, systems, equipment
- Health and Safety lead for organisation and premises
- Human resource planning and staff development
- Contracting – staff, contractors, artists and other external parties determined by business objectives
- Resource development including fundraising and income generation
- Lead organisational development activity directed by Artistic Director / Chief Executive

Human Resources

- Lead Dance4's performance management process
- Provide pastoral care to all staff as and when required
- Line manage reports determined by Artistic Director / Chief Executive
- Lead internal communications processes (including staff meetings, development, implementation and evaluation of policies and procedures)
- Ensure practice reflects the creative case for diversity and meets Dance4's Diversity Action plan targets.
- Recruitment of staff and procurement of freelance contractors
- Staff training and career development
- Processing all systems relevant to the terms laid out in Dance4's employment handbook

Financial and Legal Management

- Preparation of management accounts, budgets, cash flows and audit
- Preparation of financial reports and plans to funders and partners
- Line manage bookkeeping activities delivered by other staff members
- Successfully have an overview of all budget-holders' activities, maintaining strong financial controls
- Act as Company Secretary for Dance4 Ltd, convene and record Board meetings as appropriate
- Ensuring legal compliance and reporting to Charity Commission and Companies House

- Administrate legal procedures including contracts, insurance and taxation
- Act as lead for contract sign-off and provide support across the organisation for contracting
- Assessment of grant awards for Dance4's Centre for Advanced Training and liaison with Department of Education

Resource Development

- Lead resource development for the company operations by working and supporting the Dance4 staff in the delivery of development activity
- Act as lead researcher in identifying potential business development opportunities for Dance4
- Work with the Programme Director to achieve viable targets for the hiring of Dance4 facilities to achieve operational objectives

Operational

- Manage the premises of Dance4, including developing and maintaining systems that support the effective and efficient operations of Dance4's property.
- Manage the commercial hiring of Dance4's facilities
- Lead on the advocacy and marketing of Dance4 spaces
- Manage development projects to enhance Dance4's facilities and the surrounding offer for users, as required
- Lead on Dance4's equipment purchasing and maintenance
- Ensure Dance4 has an efficient and affordable IT infrastructure that enables the effective delivery of Dance4's business plan
- Manage IT aspects of Dance4's online presence and digital distribution capability
- Ensure the organisation is compliant with health and safety law
- Manage effective relationship with landlord, tenants and hirers
- In collaboration with the Artistic Director / Chief Executive and senior management team, support the development of funding bids in line with needs identified in the business plan

Information, Data and Marketing systems

- Ensure the organisation has robust database and information systems and other audience development tools in order to exploit their full potential, e.g. target marketing, developing new tools where appropriate
- Manage all information systems related to marketing and development activity including the website and email marketing tools.
- Lead on managing Tessitura as part of TNEM consortium and any change projects ensuring it supports continued growth of Dance4 audiences
- Ensure compliance with General Data Protection Regulations

General

- Deputise for the Artistic Director / Chief Executive and other senior managers when appropriate
- Be the lead external relations contact for certain identified existing and new partners
- Represent the organisation and advocate its work at relevant local, regional and national networks and forums

- Develop and deliver agreed projects, as delegated by the Artistic Director / Chief Executive
- Keep the organisation up to date in terms of changes and developments in policy and law pertaining to Charity Law, Companies House legislation and other regional and national policy that may be of interest to the prosperity of Dance4
- Act as first point of contact for board members in terms of convening meetings and attend board meetings at the request of the Artistic Director / Chief Executive

Senior management

- Be an active member of senior management, engaging in strategic developments for the organisation
- Take the lead for areas of specialism within senior management and contribute to other programmes of work as and when they are needed
- Act responsibly with confidential information
- Contribute to the planning, writing and implementation of Dance4's business plan in collaboration with the Board of Trustees, Artistic Director / Chief Executive, senior management team and staff
- Report to the board as directed by Artistic Director / Chief Executive

Management

- Line manage members of staff below senior management as required
- Support professional development of all members of the Dance4 team
- Ensure all reports are managed in line with Dance4's performance management processes

Other duties

- Duty manage Dance4 events and activities as required
- Carry out risk assessments as required
- Undertake training as required by the organisation
- UK and international travel may be required
- Have a flexible approach to work, as the role requires working unsociable hours which time off in lieu can be taken with prior agreement with line manager
- Any other duties as directed by Dance4's Artistic Director / Chief Executive

Person Specification for Executive Director

Essential

- Previous management experience and knowledge of working in the arts
- Financial management experience including management accounts and cash flow
- Understanding of legal matters, e.g. insurance, contracts, taxation, Human Resources and Health & Safety
- Excellent administration and office management skills
- Experience of managing arts facilities and / or public spaces
- Experience of ICT systems, computers and office equipment
- Commitment to working collaboratively and good interpersonal skills
- Ability to manage change and contribute to new and innovative ways of working
- Strong written and oral communication skills
- Ability to work in a small team and on own initiative
- Commitment to and demonstrable understanding of equal opportunities practice

Desirable

- Knowledge of and interest in dance
- Knowledge of arts in the East Midlands area
- Finance qualification
- Previous responsibility for personnel matters and staff development
- Experience of fundraising through statutory sector and trusts/foundations
- Experience of resource planning and business development
- Previous involvement in strategic planning and policy making
- Experience of working with a Board of Trustees
- Knowledge of Apple Mac systems, software and networking
- Experience of line managing permanent and temporary staff

Executive Director - Terms and Conditions

There will be a written contract of employment to include the following outline terms:

The post is offered on a permanent contract. The preferred start date is 1 September 2020 but this can be negotiated.

The office base will be in Nottingham. Travel may be necessary around the city, the region, nationally and internationally for which expenses will be paid.

Dance4 is committed to appropriate and equal pay and operates a fixed-point salary scale. The post of Executive Director is offered at scale 5 which is currently £40,000. Salaries are reviewed each year by the Board.

Payment will be made monthly in arrears.

Leave during the year will be 25 working days plus national holidays.

The post is offered on a full-time basis. The working week will be 37.5 hours, including a certain amount of evening and weekend work. No overtime payments will be made but time off in lieu may be taken by arrangement.

Dance4 operates a flexible working policy.

A probationary period of 6 months will apply, during which either party may give one months' notice.

After probation is complete, the post is subject to 3 months' notice in writing on either side or otherwise for cause in accordance with disciplinary procedure.

All staff are obliged to act within the company's equal opportunities policy.

28/5/20