

GREENWICH DANCE

WE ARE RECRUITING!

About Greenwich Dance

Our mission is to create quality opportunities to make, watch and take part in dance regardless of age, background or ability.

We work with world-class artists and practitioners to support them to make and bring their work to the community we live and work within, here in south east London. We then present this work in performances, events and festivals alongside a programme of creative dance classes for ages 0 – 100+, in collaboration with a network of likeminded venues and organisations across the borough of Greenwich and beyond.

We believe you don't have to be a trained dancer to move or create. We work with older people, younger people and everyone in between to create inspirational opportunities to enjoy the act of moving together, making together and celebrating what it is to be you.

Over the past eighteen months, despite the immense challenges to the sector, Greenwich Dance has stayed operational with a full team in order to continue to support freelance artists and communities. Our Spring touring season, *Up My Street*, manifested as an online project working with 5 professional artists and a community cast in lockdown 1.0. Our Autumn touring season took a doorstep dance tour directed by Temujin Gill to households and schools across the borough in celebration of Black History Month. During Summer 2021 we toured Greenwich with a brand-new commission from Mathieu Geffré, *From Greenwich With Love*, designed to celebrate love in all its forms. In addition we have created a Digital Stage upon which to share the work of artists and organisations from around the world.

We have built a revolutionary new platform, ArtsUnboxed designed to tour ideas rather than people. Our podcast, Talking Moves, now broadcasting our 4th series, brings together artists to share practice and learning around specific topics and we have shared the mechanisms artists have used for coping with the pandemic in a series #GDLifeinLockdown on our Digital Stage.

We are now busily working on developing exciting programmes and models of working for the next three to five years to best support the recovery of our sector and our communities as we emerge from the pandemic.

For more information, please visit greenwichdance.org.uk

About ArtsUnboxed

ArtsUnboxed is a revolutionary new way of creating and touring dance for the benefit of communities of artists, participants and audiences. By touring ideas rather than people, ArtsUnboxed sets about to reimagine the way in which we as a sector deliver culture to communities and just as importantly the ways we engage with, and financially compensate, the artists who make and deliver this work.

ArtsUnboxed was born out of a need to do dance differently.

The process of living through a global pandemic and being forced to find new ways to continue to provide cultural opportunity for communities of artists and audiences has also driven its urgency and facilitated, thanks to the Cultural Recovery Fund and Esmée Fairbairn Foundation, its

implementation. However the change ArtsUnboxed is setting out to make will be relevant long after we have learnt to live with Covid-19.

How it works.

Each 'box' contains the full instructions to recreate the work. Tutorials, how-to's, choreography, set and costume designs, marketing strategies, schedules, easy read transcripts, audio description, covid-mitigation plans, risk assessments and evaluation tools are just some of the items that are in each box. The boxes are designed for venues, festivals and organisations to purchase ready for presentation in their own settings, with their own local artists.

Buyers can download the boxes direct from the ArtsUnboxed website, having read and signed the terms and conditions for use beforehand. Once the recipe boxes are bought, they can be used for the next 12 months and in some cases a number of possible performance/broadcast days is specified. With buyers encouraged to cast their bought 'recipe' with local dancers and deliver it with local producers and educators, the boxes offer a way of supporting local economy and artistry.

Once bought, the income is split between the artistic creators (who in turn may choose to attribute a proportion to their collaborators) and Greenwich Dance. For the artists this will be passive income and no additional work is required of them. Greenwich Dance's share is reinvested in the staffing and operational costs relating to the successful running of the platform. The buyer will then need to pay local artists, or use salaried artists to deliver the work.

Intellectual Property of the works remains with the artists. However, by uploading to the site they recognise that any buyer will have a license to reproduce (with their chosen cast) and amend the work within a specified time period. Greenwich Dance have negotiated a two year exclusive licence with each of the original cohort with an option for artists to extend at the end of that period.

For more information go to artsunboxed.com

Producer – Artist Support

Key Programme Responsibilities

We are seeking a passionate and driven producer to work within our team to support artists and their work. Greenwich Dance recognise the immediate need to shift the power imbalance between freelancers and organisations within our sector. This role will work to bring artists closer to the operation of Greenwich Dance to influence decision making, programming and delivery – working in partnership against shared objectives - and in so doing supporting each other to be creative, resilient and viable as we work with and for local communities and audiences.

Programmes the role will be responsible for include:

ArtsUnboxed

Working with support from Senior Producer Rajpal Pardesi and the Greenwich Dance Team, the role will be responsible for 'tour booking' our revolutionary 'boxed up' performance and participation work which we have made available through ArtsUnboxed.

ArtsUnboxed is designed to create a passive income for dance artists and so a large part of the work will be developing new markets for the boxes, matchmaking work with organisations (both inside the sector and in heritage, health, theatre, corporate, international and outdoor). The role requires imagination, determination, confidence and the belief that there can be a new way of making and presenting work.

The role will also be responsible for nurturing, collaborating with and supporting the current artists on the site: keeping them up to date of our endeavours to promote their work and refining the boxes in response to feedback as necessary.

Talking Moves

We are about to commence on the planning and recording of Series 5 of our podcast and this role will be responsible for working with the Talking Moves team (Lucy White, Digital and Marketing Consultant, Carmel Smith, Editor and CEO Melanie Precious) to plan and liaise with guest artists. There is an opportunity to *either* learn editing skills and take on some responsibility under the mentoring and tutorship of Carmel Smith *or* support the recruitment of a Digital Assistant Editor. Within this element of the role you will also be tasked with seeking partnerships with sponsors, universities or colleges, with a view to taking the vision for Talking Moves into the next stage.

Digital Stage

The role will be responsible for working with Digital and Marketing Consultant Lucy White to curate our Digital Stage. This is a relatively new area of our work and the role will be responsible for working with us to generate new ideas for the continued development of this facility.

Touring/Festival Planning and Support

Greenwich Dance deliver an annual summer festival and have plans to tour an outdoor work in Summer 2022. Whilst the contract is initially for a fixed term of 6 months, the role will likely embark upon necessary planning and delivery of initial stages of these projects.

Key Duties and Responsibilities

- To co-ordinate agreed programmes of activity, undertaking administration necessary for the post (e.g. correspondence, filing, minute taking).
- To communicate with partners and, working with the CEO, Finance Manager and Senior Producer, ensuring all appropriate contracts are issued as necessary.
- To liaise with professional dancers, artists and companies regarding recordings, sales of ArtsUnboxed, performances, rehearsals and the curation of digital content - and provide any necessary administrative support.
- To document projects and contribute to and/ or complete programme evaluations and reports where appropriate.
- To monitor, collate and present qualitative feedback from participants and attendees.
- To ensure the maintenance of appropriate registers, records, databases and statistical data.
- To support marketing initiatives relevant to your programmes of work, including updating the Greenwich Dance website, social media, collating e-bulletins and assisting with the preparation and distribution of print and other marketing materials
- To manage specific artistic projects as delegated by the Chief Executive Officer
- To actively promote and represent Greenwich Dance's activities locally, nationally, and internationally.
- Sustain and develop existing and new partnerships on a national and international level.

- To attend meetings, briefings, forums, and events relevant to this post.
- To demonstrate an active commitment to the development and implementation of Equal Opportunities at Greenwich Dance.
- To use new technology as required.
- To carry out these duties with due attention to Greenwich Dance’s policies and procedures including Health and Safety and Child Protection.

Person Specification

Essential

- Excellent oral communication and interpersonal skills – ability to communicate with artists, audiences and partners
- Experience in one of the following areas - sales/tour booking/customer facing experience
- Experience of supporting creative performances and events in a range of settings – including completing risk assessments, technical and marketing briefs
- Excellent knowledge of the cultural infrastructure – this could be in dance but we are equally interested in attracting a producer from outside of the dance world in order to bring a broad address book relevant to the promotion of ArtsUnboxed
- Ability to work collaboratively with a range of partners and stakeholders
- Numeracy skills – ability to work confidently and accurately with numbers, spreadsheets and budgets
- IT skills – experience with databases and Microsoft office software (inc. Teams, Outlook, Excel, Word)

Desirable

- A background beyond dance
- Interest in developing digital skills – editing both audio and video content

Personal qualities

- Strong team player – able to work with staff, dance artists, guests – participants/audiences – and members of the public
- Creative, proactive and motivated with an ability to work on own initiative
- Accurate, thorough and methodical with good attention to detail
- Flexible and calm under pressure

How to Apply

As we are developing a national audience for ArtsUnboxed and Talking Moves it is not essential that the role be London based. Travel expenses to visit for essential London-based or national meetings will be covered.

We actively support applications from a diverse workforce and those with protected characteristics.

Access needs can be readily accommodated, and the job description and specification can be adjusted to best support applications from those with disabilities.

Salary: £26,000 pro rata (PAYE) – fixed term contract with the possibility of extension beyond June 2022

Role: Part time (0.6 – 3 days per week)

Location: Split between live (Charlton House SE7 8RE) and remote from home – weighted to suit your location.

Duration: January 2022 – June 2022

Closing date for applications: 10am Monday 29 November 2021

Interviews: w/c 6 December

To apply please send

- Your CV
- A letter expressing interest in the role. Within this please evidence the ways in which you match the skills required – maximum 1 side of A4.
- A sample email approach to a suitable 'buyer' pitching one (or more) of our ArtsUnboxed boxes. The scenario can be hypothetical and need not be a named person/real organisation.

Please email your submission to:

Finance and Operations Manager:

rachel@greenwichdance.org.uk

Please feel free to submit your application in an alternative format such as a video or audio if wished.