



## **Activate Performing Arts**

**Activate Producer – specialising in dance, arts and health**

February 2018

Activate's mission is to be a national leader in presenting outdoor land-based arts and work with international partners in the development of this art form. We are guided by social justice and engage socially diverse audiences in this work and our associated work with indoor venues, promoters and also community partners in our participatory programme.

We produce and help develop a diverse contemporary practice in performance. This includes dance, theatre, outdoor arts and all the extraordinary ways they are presented; from live art, physical theatre, digital arts, puppetry to contemporary circus. This is our definition of artwork – i.e. 'work' we support.

We are particularly interested in work that crosses art form boundaries – often it is here, where we bring disciplines together that something memorable happens. We are passionate about work that touches the heart, has meaning and integrity and with artists who will communicate with an audience and we will work with our colleagues to create a more diverse artistic offer and audience for the work.

Are you passionate about dance; supporting dance and arts in a health context and work that is made for outdoors? Can you inspire dance makers and engage the community in our work?

This post works in a complementary capacity with our Producer specialising in youth dance and diversity. Our programmes of work supporting dance artists through projects such as Wild Site Dance and the arts and health project Live Landscapes are key areas of work for this post. A major project of Activate is Inside Out Dorset festival and each producer contributes to the festival programme. The festival creates extraordinary events in extraordinary locations, predominantly free to the public, and in rural and urban locations – distinctive to Dorset.

Activate is looking for an imaginative, dynamic and experienced Producer to work with Wendy and the rest of the team, who shares our passion for theatre and its transformational qualities. Do you have the skills and enthusiasm to take up the challenge of this position? We'd love to hear from you. The post-holder should ideally be based in the county within easy access to the office base.

For more information about Activate go to useful links at the end of the document

**Job Title:** Producer – specialising in dance and Arts & Health (Permanent PT 2.5 days per week)

**Job Purpose:** To produce and support dance making and community engagement in dance with a specialism in health. To have a strategic role in developing practice for outdoor work.

**Reports to:** Executive and Artistic Director

**Main Duties:**

1. To work strategically and in partnership to produce and develop the dance sector in and around Dorset, specifically focussing on dance making outdoors and community engagement and health.
2. To support land based, outdoor practice, specifically related to the development of Inside Out Dorset, the biennial festival of outdoor arts produced by Activate that presents extraordinary events in extraordinary places.
3. To support local dance makers and new productions locally and their presentation locally, regionally and nationally by:- commissioning and co-presenting where possible new work; supporting/advising artists/companies.
4. To co-ordinate Continuing Professional Development opportunities for professional dance practitioners whether performers, directors, teachers, technical staff or others.
5. To devise and plan imaginative and sustainable participatory, and community dance initiatives, in partnership with relevant arts and non-arts organisations and individuals.
6. To extend opportunities for audiences to see local, regional, national and international dance by advising venues and promoters/producers on companies and their work, where possible.
7. To support, extend and contribute actively to the existing communication network for dance locally, regionally and nationally, and co-ordinating opportunities for dance practitioners and other individuals and organisations interested in dance to meet, discuss plans and share practice.
8. To secure project funding and resources from local, regional and national sources to support the dance programmes initiated and managed by Activate.
9. To advise and assist where possible other agencies and organisations further the development of dance locally.

10. To manage project co-ordinators employed to deliver projects in accordance with the business plan.
11. To manage project budgets as agreed with the Executive/Artistic Director and Board.
12. To set up and manage effective monitoring and evaluation processes for each project, in consultation with the Executive/Artistic Director.
13. To keep abreast of dance policy and strategic development regionally, nationally and internationally, to help ensure good practice at Activate.
14. To work in conjunction with the Executive/Artistic Director and Marketing Manager to implement the company's communications and marketing strategy in relation to the company and to individual projects.
15. To work collaboratively with the Executive/Artistic Director and other members of the staff team in order to share skills and expertise, work on joint projects, maximise the benefits of joint funding applications and other initiatives, and avoid unnecessary overlap and duplication of effort.
16. Any other duties consistent with the job purpose above as may be reasonably required.
17. To work with the Executive/Artistic Director in order to ensure the delivery of the above main duties are set within a manageable work load, and agree the priorities for delivery that fulfil the company's business plan objectives.

This post is expected to be self-supporting in terms of production of letters, reports, funding applications and so on, as will the project co-ordinators the post line manages. Project co-ordinators are appointed, dependent on securing project funding secured by this post.

Although the Senior Administrator is the first point of contact for the public, all team members are expected to act as ambassadors for the organisation and its full range of activities where necessary, including answering general enquiries from the public.

ESSENTIAL	DESIRABLE
<p><b>Arts Expertise</b></p> <p>Thorough, up-to-date knowledge of contemporary dance practice and producing.</p> <p>At least 2 years-experience of arts/dance development/producing in professional and community settings.</p> <p>Understanding of and demonstrable commitment to the role of the arts and specifically dance in supporting and delivering health impact, social and economic agendas.</p> <p>Understanding of making work outdoors.</p> <p>Broad knowledge and understanding of contemporary arts structures, funding and income generation.</p> <p><b>Management</b></p> <p>Proven ability to develop practical projects to deliver strategic priorities.</p> <p>Experience of project management.</p> <p>Experience of or proven ability to line manage freelance project co-ordinators.</p> <p>Experience of successful fundraising and income generation from national, regional and local sources.</p> <p>Experience of or demonstrable ability to establish effective partnerships with local and regional voluntary, independent and statutory bodies.</p> <p>Experience of or demonstrable ability to</p>	<p><b>Arts Expertise</b></p> <p>Education to degree level or equivalent industry experience.</p> <p>Experience of producing work outdoors.</p> <p>Experience of developing and touring professional dance productions.</p> <p>Knowledge of other performing art forms.</p> <p>Experience of managing outreach and education programmes.</p> <p><b>Management</b></p> <p>Experience of communications and marketing.</p> <p>Understanding of best practice in diversity and equal opportunities.</p> <p>Knowledge of evaluation principles and techniques.</p> <p>Experience of working in a voluntary organisation.</p>

manage budgets successfully.  Demonstrable commitment to partnership and collaborative working, including within the staff team.	
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## Terms of Employment

<b>Post:</b>	Producer – specialising in dance, arts and health
<b>Salary:</b>	Up to £26,500 pro rata per annum, depending on experience.
<b>Contract:</b>	Part time, permanent post, (subject to ongoing funding – Activate is an Arts Council England South West National Portfolio Organisation and receives core funding from Dorset County Council and the Borough of Poole). The post is subject to a six-month probationary period.
<b>Hours of work:</b>	18.5 hours per week, days to be agreed. Flexible working will be necessary with some evening and weekend work. Overtime will not be paid but time off in lieu for work in excess of the stated hours may be taken, with the agreement of the Executive Director.
<b>Holidays:</b>	23 days a year pro rata, rising to 26 days after five years service, plus public holidays. Holidays to be agreed with the Director in advance.
<b>Expenses:</b>	All agreed expenses incurred in carrying out the work will be reimbursed.
<b>Notice period:</b>	During the probationary period, notice is one month on either side, and three months thereafter.
<b>Location:</b>	Activate Office, Dorchester, Dorset.
<b>Equal Opportunities:</b>	It is expected that the post holder will ensure that their work operates in accordance with the best equal opportunities practice, in line with the company policy.

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## How to Apply

Please supply the following information:

- **Your up-to-date Curriculum Vitae.**
- **A letter of application setting out:**
  - **why you wish to apply for this job,**
  - **the knowledge, skills and experience you can offer, set against the person specification requirements,**
  - **please refer to actual activities/programmes and projects where possible.**
- **The names and addresses of two referees. References for shortlisted candidates will be taken up before interview unless you request otherwise.**
- **The above documents can also be sent in different formats.**

**Please send to:** Activate, 7-9 The Little Keep, Barrack Road, Dorset, DT11SQ

Or

**Email:** [info@activateperformingarts.org.uk](mailto:info@activateperformingarts.org.uk)

**Closing date** for applications midday Thursday 1<sup>st</sup> March 2018

**Interviews** for this post will be held Tuesday 6<sup>th</sup> March 2018

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## Useful Links

Activate Performing Arts - [www.activateperformingarts.org.uk](http://www.activateperformingarts.org.uk)

Inside Out Dorset - [www.insideoutdorset.co.uk](http://www.insideoutdorset.co.uk)

Wild Site Dance - [www.activateperformingarts.org.uk/wild-site-dance-residency-the-diaries](http://www.activateperformingarts.org.uk/wild-site-dance-residency-the-diaries)

Live Landscapes – [www.activateperformingarts.org.uk/project/live-landscapes](http://www.activateperformingarts.org.uk/project/live-landscapes)