



Senior Producer (Performance) - One year Fixed Term or Secondment post to start immediately

Job Role & Description

This is a 1 year fixed term post or secondment opportunity while our Head of Performance undertakes a full-time secondment to Surf The Wave as Project Director.

It is an opportunity for someone to come in for a year to make a significant contribution to our work with dance artists. It is open to a jobshare or to someone being seconded from another organisation and to people from artist, programmer or producer backgrounds.

PDSW is committed to open and diverse recruitment and positively encourages applications from suitably skilled people regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief or marital status. We have a dynamic new team who will welcome learning from the postholder as well as sharing our ideas and practice.

Our core values are : generous, inclusive, inspiring, passionate. We look for all of our staff to embody those values.

Our annual performance programme is in 3 parts : Autumn, Spring and Summer (outdoors/other spaces). We have 3 strands of supported artists (Discovery, Playtime and Dream) as well as commissions, co-productions, co-presentations and residencies. More details are on www.pdsw.org.uk

Pavilion Dance South West
Westover Road, Bournemouth, BH1 2BU



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We are exploring what it means to be a centre of excellence for socially engaged dance (including whether that's the right terminology), redefining our artistic manifesto, deepening our relationships with the artists and communities we work with, developing a great team ethos internally and leading on the UK dance programme Surf The Wave which will see us running the UK Dance Showcase 16-19 May 2019. This is a great time to come on board.

Responsible to:	Chief Executive
Line manages:	Programme and Artist Development Producer Performance Coordinator
Terms :	One year fixed term contract to cover our Head of Performance's secondment to Surf The Wave. Notice period: 2 months
Hours:	37.5 hours per week
Salary:	£32K
Base:	Pavilion Dance South West, Bournemouth

Detailed key responsibilities

Professional Performance Programme Development

- Lead the delivery of the performance programme including being present at the performances or events and taking responsibility for Q&A
- Research, recommend and contribute to the shape of the performance programme, liaising with the Chief Executive to make final decisions
- Get to know and support the Dream and Playtime Artists
- Support the Programme & Artist Development Producer to build relationships and give excellent support to Discovery artists and artists in residence
- Work with the other team-members to create a meaningful and strong relationship and expert advice for supported artists and the visiting companies
- Contribute to the design and delivery of the UK Dance Showcase in 2019

Leadership and Management

- Line manage staff effectively, providing inspiring leadership and a motivating and supportive environment
- Liaise with the Head of Engagement to dovetail work and maximise opportunities for connecting with communities of interest

- Identify training needs of staff and ensure that they receive that training

Dance Ecology Development

- Liaise with the other staff to develop and learn from audience focus groups
- Take opportunities to link with other promoters and venues in the SW, building on learning from Shift & Share (2014-2016) and Surf The Wave (2017-2020)
- Attend one or two Surf The Wave Events to represent PDSW

Partnerships and Projects

- Contribute to the partnership with Arts University Bournemouth through lectures and coordinated approaches to programming and artist development
- Support partnerships with local partners such as Bournemouth Arts By The Sea Festival and Activate
- Support regional partners with contacts, information, ideas and co-production opportunities
- Collaborate with the Engagement team to add depth to our performance programme through community focussed, socially engaged interventions within and beyond Pavilion Dance

Advocacy and Fund Development

- Take a pro active role in advocating for and representing the organisation which may include giving presentations
- Work with other staff to identify and pursue sponsorship and funding opportunities

Administration

- Manage the Performance budgets and support staff where they are responsible for specific budgetlines
- Refer to data from the box office (Spektrix) on a regular basis to inform plans of action and future programming
- Ensure data is logged and evaluation is done for all parts of the work and support any common evaluation strategy that emerges through 2018/19
- Take responsibility for contracting artists and companies and writing partnership agreements

Other

- Be aware of, and actively implement the organisation's policies with regard to, for example, Equal Opportunities, Child Safeguarding and Diversity
- Attend staff & other relevant meetings and participate in training and other forms of staff development
- Be available to work at evenings, weekends and bank holidays when necessary
- Be prepared and able to travel regionally and nationally as part of the role
- Undertake any other duties commensurate with the post as directed by your line manager

PERSON SPECIFICATION

Essential

- Strong knowledge and understanding of the subsidised dance sector, of what the issues are for artists and promoters, as well as an appreciation of the wider dance ecology
- Specific experience of supporting artists
- Experience of curating, programming or promoting professional dance programmes
- Excellent project management skills
- Experience of managing budgets
- Experience of working in partnerships
- Experience of line managing and knowledge of what it takes to be a good line manager

Desirable

- Experience of working in a venue, particularly small-mid scale
- Experience of evaluating projects
- Experience of creating and maintaining partnerships
- Evidence of understanding of the art form of dance
- Experience of public speaking
- An interest in technology
- Experience of fundraising
- Excellent report writing skills
- A car owner/driver with a valid licence

Personal Qualities

- A love of dance
- A commitment to inclusion and diversity
- Self motivated
- A 'can-do' attitude
- Calm
- A starter finisher with good attention to detail
- Enjoys being part of a team
- Good listening skills
- A problem solver
- The ability to think laterally.