



Dance Umbrella  
2021



# CREATIVE LEARNING PRODUCER

Maternity Cover

Application pack

**Dance Umbrella**

Dance Umbrella, London's leading international Dance festival, holds a unique place in the dance landscape of the UK. Our mission is to celebrate and energise 21st century choreography with artists from all over the world through an annual festival across the capital, year-round creative learning opportunities, inventive digital projects, and by developing choreographic talent. Our goal is to take dance out and bring audiences in:

- By expanding definitions of contemporary dance to include a wide range of dance and movement styles;
- By reaching out to new audiences both viewing and participatory through commissioning new work for specific target groups, developing partnerships with non-dance venues, and establishing an *Orbital touring network* with arts centres and partners in Outer London boroughs.

Integral to all DU's work is our goal to entice audiences, nurture artists, innovate practice, and stimulate interest in the power of the body in motion.

***Creative Learning Programme***

Alongside our annual festival we offer exciting year-round creative learning opportunities to inspire people of all ages.

We create opportunities for people to watch, participate in, discuss and engage with high quality dance provision that celebrates the diversity and breadth of contemporary dance.

From immersive early years dance in theatres to large-scale, outdoor intergenerational shows and online residencies, we produce bespoke projects, events and activities that aim to increase access to contemporary dance for more people across London.

Much of the creative learning work we do is underpinned by a diverse range of partnerships that we make with other dance, arts, charity and public sector organisations. These essential partnerships allow us to deliver the work we do in more effective and meaningful ways as well as reach a greater number of people. Through our *London Leap* programme, we aim to broaden understanding of and access to high quality contemporary dance experiences for children, young people and their communities across Outer London boroughs.

**Role**

We are looking for a highly motivated individual with a passion for contemporary dance, access and participation to undertake maternity cover for our Creative Learning Producer. You will be excellent at relationship building and working with a range of partners, artists and audiences/participants. You are skilled at balancing creative ideas with efficient delivery. You will have a proven track record in arts education, producing events and working with a wide range of stakeholders.

This is a three day a week maternity cover, the salary is £32k per annum (full time equivalent).





**Key responsibility**

To oversee and produce Dance Umbrella's year-round Creative Learning programme.

**Specific tasks**

- To deliver a planned *Hounslow Leap* programme between summer – autumn 2021 in collaboration with local partners and venues which will include a range of participatory and performance opportunities and events devised with the community
- To devise and produce two participatory projects for children and young people in Croydon (*Croydon Leap* is currently being fundraised for)
- Contribute to creative learning planning and broader festival programming for 2022
- To act as the main point of contact for artistic and administrative partners, stakeholders, and funders for the creative learning programme project
- Manage all practical and logistical arrangements related to the *London Leap* programme which will include: hiring freelance artists, negotiating fees and contracts with artists/companies, liaising where necessary with the DU marketing team, producing copy and events and creating production schedules
- On the ground management of creative learning workshops and projects as required
- Rigorously monitor and update budget for creative learning activity in conjunction with the Artistic Director and Executive Director and be responsible for administering that budget
- Assist with recruitment for new creative learning assistant producer role (funding dependent)
- Act as line manager for creative learning assistant producer (funding dependent)
- Oversee creative learning internship recruitment & management (funding dependent)

**Other duties**

- Develop positive links with local agencies such as educational establishments, community groups and the local arts and dance sectors
- Work in partnership with marketing
  - to ensure that the creative learning programme is visible locally, across Dance Umbrella's publicity and in key dance industry/education press as and where appropriate
  - to ensure localised programmes of work supports audience development for Festival performances in specific boroughs
- Assist in the seeking of other local and national funds to support the development of the creative learning programme and where necessary work with the head of development to provide copy and project ideas
- Attend programme meetings, productions meetings and other meetings both internally and externally, as necessary
- Adhere to company policies including health and safety, equality etc
- Implement and oversee appropriate safeguarding protocol and procedures for all creative learning activity
- Any other reasonable duties as required

**Person Specification**

- Evidence of personal achievement of excellence in devising, managing and delivering creative learning programmes relating to the performing arts
- Proven experience and knowledge of creative learning practice in the UK and detailed understanding of safeguarding legislation and best practice
- High level communication skills and an excellent manner when dealing with children & young people, public, stakeholders and industry colleagues
- Proven skills in managing budgets
- An ability to be flexible to business need and work calmly and effectively under pressure
- Ability to multi-task within a fast-paced environment with high-level organisational ability

- A pro-active and positive approach to solving problems in a prompt and independent manner
- Self-motivated and effective in planning own time and the ability to work well as part of a team
- Ability and willingness to work as required, in the evenings, at weekends, and on Bank Holidays

## TERMS AND CONDITIONS

Term:	7 months fixed term with possibility of extension.
Hours:	3 days per week. Office hours are 10am to 6pm but you will be required to work flexible hours during busy periods.
Salary:	£32,000 pro rata (FTE)
Annual Leave:	20 days per year plus standard bank holidays pro rata
Pension:	Dance Umbrella operates under the auto-enrolment pension scheme. Contributions are paid at the current legal minimum (3% of basis salary), although the employee may contribute more.
Other Benefits:	Complimentary tickets for all Festival shows.

## Your Application

Please apply in writing (max. 2 pages) telling us the qualities and experience you would bring to the role. Please also include your full CV (max. 2 pages) and completed Equal Opportunities form (available to download from our [website](#)).

Applications should be sent to: **Isabella Hubbard by email at [isabella@danceumbrella.co.uk](mailto:isabella@danceumbrella.co.uk)**

Deadline for applications: **Monday 15 March 2021, 5:00pm**

Interviews: **Wednesday 24 March 2021**

Dance Umbrella is committed to being a truly inclusive organisation – from our Trustees and team members, to our audience and participants. We treat all job applications equally. We particularly encourage applications from individuals who are underrepresented in the cultural sector. Our organisation has a flexible and adaptive environment that allows our small, dedicated team to flourish.



Front Cover: The Urban Playground Team, *To Fly Before We Fall* (Photo: Andy Day, DU19)

Middle (left to right): Jérôme Bel, *Gala* (Photo: Foteini Christofilopoulou, DU16); *Girls In Front* (Photo: Alice Underwood, DU19); Jennifer Irons, *DU: DanceStory* (Photo: Camilla Greenwood, DU19); *DU: Fairfield Takeover* (Photo Camilla Greenwood, DU19); *DU: Fairfield Takeover* (Photo: Vipul Sangoi, DU19); *Breathe* (Photo Richard Eaton, DU17)

Back Cover: *Girls In Front* (Photo Alice Underwood, DU19)

