

2-ND  
HAND  
DANCE

## SECOND HAND DANCE

PRODUCER RECRUITMENT PACK - SEPTEMBER 2021



Deadline for applications is **5pm, Friday 1 Oct 2021**

Hello,

Thank you for your interest in the post.

Joining the company at an exciting time in its development the role of Producer is a pivotal one in delivering the company's mission and vision. As we start the second year of Elevate funding from Arts Council England we are delighted to be recruiting this key member of the SHD team. The role offers the right candidate the opportunity to manage and deliver our award winning projects as well as contributing to the day to day operations of the company.

Second Hand Dance is a disabled-led dance company driven by Artistic Director Rosie Heafford and Executive Producer Claire Summerfield. Established in 2013, we create touring shows and digital dance experiences for children and adults. Based in England our work has a growing international profile as well as local and regional impact.

We have presented work at some of the most prestigious festivals/venues in the UK and abroad including Edinburgh International Children's Festival, IPAY (Philadelphia), Sadler's Wells and The Unicorn. Over 20,000 people have seen one of our shows in the last 5 years. During lockdown we created the first made for broadcast dance films specifically for children. These have been presented at Unlimited Festival (Southbank), Spark Festival, Belfast Children's Festival, Dublin Dance Festival and Wee Festival, Canada amongst others. We are recipients of a New Conversations Canada award, supported by the British Council, to investigate digital approaches to touring.

We welcome discussions about flexible working or access accommodations and actively encourage candidates from under-represented communities, different backgrounds, experiences and skills. Please contact us if you would like discuss the role before applying.

We are a warm, empathic and passionate team and we look forward to meeting you.

Rosie & Claire

### **Our Vision**

Our vision is a world where dance, empathy, play and exploratory movement are central to the lives of children and adults, as vital and fluent as language.

### **Our Mission**

We create beautiful, sensory dance experiences that are accessible and welcoming to all bodies. Our work is bold and distinctive, with a rich visual and participatory aesthetic. We use movement and play to create an expanded reality, opening new spaces for expression that forge connections across generations. We inspire our audiences to carry on dancing long after a performance has ended.

### **Our Development**

We are committed to improving the way we work, by prioritising the diverse needs of our staff and audiences and developing sustainable models for touring.

We are using the following questions to shape our development:

- What does being a disabled-led company mean and how do we practice this for our colleagues and audiences?
- How can live dance and digital work sit together and collaborate?
- How can we consider environmentally friendly modes of touring within our working model, from digital touring to overseas partnerships?

Member of Assitej UK, Small Size Network, Independent Theatre Council.

Shortlisted for the Arts Foundation Award for Children's Theatre. 'Dream Artist' with Pavilion Dance South West. Company-in-residence with South East Dance.

For more information see [www.secondhanddance.co.uk](http://www.secondhanddance.co.uk)

## **JOB DESCRIPTION**

### **Terms of Engagement**

**Type of Engagement:** Freelance to March 2022, transferring to PAYE April 2022

**Terms:** October 2021 to 31 March 2023

**Hours:** 4 days a week (28 hrs). The hours can be delivered flexibly across the working week.

**Start date:** ASAP/Flexibility pending candidate availability

**Fee:** £150 per day (Freelance), £28-30K pro rata (PAYE)

**Expenses:** Travel and other incidental expenses related to the role. To be agreed in advance.

**Place of work:** **Second Hand Dance works** remotely, with regular in person contact in London and the South East of England. SHD is based in Surrey.

**Access:** Access requirements for undertaking this role will be taken on a case by case basis and discussed confidentially with the appointed applicant. Second Hand Dance will undertake to meet reasonable adjustments; specific access requirements should be met by Access To Work support.

The Producer is responsible for overseeing the delivery of creative projects, managing finances and logistics, and weaving our access ethos into every part of the company. A key support for the Artistic Director, the role requires empathy, care as well as exceptional organisational skills.

### **Key Responsibilities**

#### **1. Strategic Development**

- To support and contribute to the development of Second Hand Dance, alongside the Artistic Director and Executive Producer

#### **2. Projects and Administration**

- Support the Artistic Director and Executive Producer in project design, development and delivery including creative planning, scheduling and logistics
- Be responsible for general company management including communications regarding schedules, fee payment and per diems where appropriate
- Ensure all artists, companies and freelancers are well looked after
- Book all travel and accommodation where appropriate
- Ensure all correspondence is dealt with promptly
- To represent the company at external meetings, networking events and other functions where required
- To support Second Hand Dance in developing new partnerships and opportunities

#### **3. Access**

- To support the Artistic Director, artists and companies we work with in their access needs,
- Manage Access to Work funding
- Regular check-ins with Artistic Director and communication with the full team around access requirements/managing work levels
- Keeping an up to date task/project list
- Compile the agenda for and arrange weekly planning meetings
- Diary management, note taking in meetings and support with admin based tasks for the Artistic Director

- Ensure and set-up rest spaces on location/studio working
- Plan for Artistic Directors access needs when travelling including food, accommodation and travel (including driving or travelling with and carrying bags for AD)

#### **4. Operations**

- Manage and maintain reporting requirements of the Company
- Manage the transition to PAYE contracts
- Develop and maintain freelance and employment contract templates ensuring they adhere to best practice and industry standards Advise on industry developments with regards to company and charity law and recommendations of good practice
- Develop, update and maintain operational structures and policies
- Develop digital and online solutions to facilitate and ease personal and company workload
- Negotiate contract terms, in line with the company and project budgets, for freelance and project staff
- Ensure insurance is up to date and appropriate at all times

#### **5. Governance**

- Convene board meetings and prepare the appropriate papers
- Liaise with Board members as required between meetings
- Prepare quarterly management accounts for the senior Management team & Board meetings
- File annual returns
- To keep Second Hand Dance informed of benefits of appropriate membership organisations

#### **6. Marketing, Profile & Advocacy**

- Ensure that long-term and potential partners are kept up to date with the work of the company
- To work with the Digital Communications strategist in delivering the digital comms plan
- to maintain up to date records of all external contacts
- to maintain and develop the company's electronic database
- to manage print based marketing campaigns

#### **7. Financial**

- Work with the artistic teams, project managers and directors to ensure that current financial information is appropriately collated and can be fed into all budgets
- Manage petty cash, invoicing and payments
- Implement financial procedures and controls as instructed by the Executive Producer and Artistic Director
- Support the company bookkeeper/Executive Producer in generating clear financial information for Stakeholders and the Board.

#### **8. Fundraising**

- Support and lead on project based public funding applications, including reporting and delivery of funded projects
- Keep company information and materials up to date for Fundraising purposes
- Contribute to maintenance of relationship with current funders through compilation of project reports and dissemination of key project developments/dates etc

## 9. Monitoring & Evaluation

- Assist in the development and implementation of suitable monitoring and evaluation procedures

## 10. Other Duties

- Undertake any other company related business as determined by the Artistic Director and Executive Producer

## PERSON SPECIFICATION

### Essential

- Minimum three years experience of producing and managing projects
- Experience of budget creation and management
- Ability to initiate, develop and maintain partnerships
- Imaginative problem solving
- Ability to work independently and prioritise work effectively
- Good communication skills (face to face, telephone and written), including an ability to listen and promote open discussion
- Commitment to Equality and the Creative Case for Diversity
- Knowledge and practical experience of working with diverse artists/colleagues.
- Empathetic, willing to help and collaborative attitude
- Calm, supportive, rational and sensible, caring, easy going and nurturing personality
- Experience managing people and supporting them to work to their best ability

### Desirable

- Experience of supporting disabled artists or disabled led projects
- Experience of producing dance projects and touring project across the UK
- Experience of working across multiple artforms and/or internationally
- Good industry connections
- Experience of working or producing work for children
- Ability to maintain websites
- Knowledge of legal aspects of management – contracts, copyright, insurance, health and safety, visa applications
- Proven experience of running social media marketing campaigns via mailchimp. Facebook, twitter etc including copy writing

We are a flexible employer and strive to ensure we have the culture to support that. In view of the responsibilities connected with this position the post holder will be expected to work such hours as may be necessary and reasonably required including evening and weekend events.

Any offer will be subject to suitable references.

## APPLICATION PROCESS

Candidates are required to complete a statement (written, video or audio) outlining your relevant experience and what it is that excites you about the position. Please respond to the Job Description and the Essential Attributes in the Person Specification in your statement, along with confirmation you are available on the interview dates. Please submit applications along with a CV and Equal Opportunities Monitoring Form to Claire Summerfield

[admin@secondhanddance.co.uk](mailto:admin@secondhanddance.co.uk)

**Application deadline:** 5pm, Friday 1 Oct 2021

Shortlisted candidates will be notified by 7 October 2021

Round 1 Interviews will take place online via zoom on the 11 & 12 October 2021. We will send interview questions in advance.

Round 2 interviews, if necessary, will take place online on the 14 & 18 October 2021

Should you require further assistance with your application, you have any queries about the position, or if you would like to have an informal discussion regarding the role please contact Claire Summerfield, [claire@tandemworks.uk](mailto:claire@tandemworks.uk)