

## **PARTICIPATION AND EVENTS OFFICER (FULL TIME)**

### **Background**

English National Ballet ('ENB') brings world-class classical ballet to the widest possible audience - delighting them with the traditional and inspiring them with the new. Our vision is centred upon the desire to extend the reach and impact that we have upon audiences and to provide a diverse range of opportunities for people to experience our work – live and digitally. Under the leadership of Tamara Rojo, Artistic Director, ENB has diversified its repertoire adding new works from 20<sup>th</sup> Century choreographers, commissioning eminent contemporary choreographers including Akram Khan and Russell Maliphant, and staging new, invigorated productions of the Classics.

We aspire to be the United Kingdom's most exciting and creative ballet company. Our ambition is great ballet for everyone. ENB won the Stefanou Award for Outstanding Company at the 2016 Critics' Circle National Dance Awards, and in 2017, gained an Olivier Award for Outstanding Achievement in Dance. ENB was made an Associate Company of Sadler's Wells in 2015.

### **Engagement Department**

Engagement is one of the three strategic pillars that underpin the Company's mission and vision. The department promotes wider and deeper public engagement with the Company and the art form through its three distinct strategic programmes: Creative Learning, Developing Talent and Public Engagement. Placing ENB's repertoire at the heart of everything we do, we deliver world-class programmes, commission ground-breaking research, forge inspirational partnerships, develop choreographic talent and produce performances, public participatory events, community and family focused initiatives, throughout London and on tour nationally and internationally to extend our reach. Inclusion and diversity inform all the projects and programmes we develop and deliver.

English National Ballet's Engagement Programme is inspired by ENB's diverse repertoire and artistic vision; it is aspirational in outlook. The programme is delivered by exceptional professionals with live/original music. Partnerships are crucial to the successful delivery of our work, recent collaborations include: Greater London Authority, British Council, Imperial War Museum North, Tate, People Dancing, Arts for Dementia, Parkinson's UK and Westfield Presents. The Engagement programme currently reaches just under 40,000 people per annum.

### **Who you are**

This is an exciting moment in ENB's history and, as Participation and Events Officer, you will play an important role in contributing to the ambitions of the Engagement Department.

You will be a confident and highly organised creative administrator with a dance or arts background, seeking to manage their own creative projects and to work with flexibility across a varied and busy department.

You will have proven experience of organising events and working in a youth and community

context. You will be adept at scheduling with excellent communication skills, and have a positive and supportive attitude to ensure that all aspects of the work is delivered to the highest standards. You will be passionate about widening access to ballet and provide support to ENBYouthCo dancers, ENBYouthCo Creative Director and liaise with external organisations on a national scale. Experience of working in an arts organisation and/or with artists is essential.

### **Purpose of the post:**

To take responsibility for coordinating the delivery of the department's activities including ENBYouthCo, the producing of participation projects, an annual 'in-theatre' events programme, coordinating the offer for My First Ballet series, contributing to the producing of large scale projects, main stage and site specific and developing new and existing projects and programmes as appropriate.

The role offers the chance to manage specific project work as well as to work across the department's delivery strands: creative learning, participation and events and talent development.

You will work closely with the Engagement Director, Projects Producer - Creative Learning and all other Engagement staff, supporting the production of participative projects and events inspired by ENB's current repertory in London, the UK regions and Internationally.

You will liaise across departments, including Music and ENB Philharmonic and all departments at Marden, Associate Artists, Creatives and répétiteurs; externally with arts organisations, our key venue partners and participant groups in theatre, educational and community settings.

### **Main Duties**

#### **Programme Development and Delivery**

- Responsible for supporting the Projects Producer – Creative Learning, in the administration of, and making arrangements for specific projects and activities across the Engagement team
- Duties will include the coordination of ENB's youth dance company and alumni, My First Ballet series, an annual 'in-theatre' events programme and specific participative projects and activities in London and on tour
- Collate information to contribute to the monitoring and the quality of programmes
- Ensure that good practice is followed in all areas of work
- Contribute to artistic planning for Engagement programmes working alongside the Projects Producer – Creative Learning and with the Engagement Director and Head of Creative Programmes
- Research, source, liaise and contract artists for specific Engagement activities
- Maintain all administrative and database systems for the devising, planning, delivery and evaluation of activities

- Manage all administration for the assigned activity: from planning and scheduling, to organising staff, payments, communications, marketing and post activity administration
- Support the whole team at peak times including senior team members and the Engagement Director.
- Work with Marketing staff to produce print, website publicity as required, ensuring timely and clear communications about the department's work
- Oversee and coordinate all aspects of ENBYouthCo: support meetings, administration duties, recruitment, induction support, supervision
- Supervise events/attend rehearsals, performances and meetings as required
- Maintain efficient information storage and retrieval systems
- Contribute to the development of the department's project evaluation systems
- Any other duties as may reasonable be required and that fall within the scope and range of the job
- Inform other departments of Engagement activities that may impact on their working schedule

### **Relationship development**

- Build and maintain strong relationships with all members of the Engagement team and across the organisation to promote effective team working
- Be the first point of contact for email and telephone enquiries for ENBYouthCo and including My First Ballet Series, Events and specific projects as appropriate
- Manage relationships partners, venues, artists and Artistic and Technical departments of the Company
- Maintain relevant partnerships and collaborations across HE, FE, business and the cultural sector, locally, nationally and internationally, in order to increase the impact of Engagement activities
- Be informed of critical developments in youth dance, the formal and informal education/community sectors, and in new, creative approaches to producing meaningful experiences for all involved

### **Advocacy/Personnel**

- Always act and behave in ways that contribute to building English National Ballet's reputation as a welcoming, caring organisation
- Provide the highest level of customer service and actively seek to promote equality of opportunity
- Deliver all activity in accordance with ENB's Safeguarding policy and with a working knowledge of Equal Opportunities
- Participate in the provision of the safe working environment adhering to the company's Health and Safety policies at all times

#### **Other**

- Carry out such other duties as may reasonably be required by the Engagement Director
- Undertake any other administrative duties as required to deliver the role and further the activities of English National Ballet's Engagement Department

#### **Person Specification**

## **Programme Development and Delivery**

The Participation and Events Officer works alongside the Engagement Director, Projects Producer – Creative Learning and the Engagement team to support the planning, implementation and production of a range of strategic projects, programmes and activities. The role acts as the first point of contact for enquiries for the events programme, project work and programmes including ENBYouthCo.

In your daily work you will be involved in assisting with all aspects of the creative learning and engagement project planning and execution, from research, administration, production planning, assisting at workshops and events, and evaluation; working closely with the Projects Producer -Creative Learning and the Engagement team, visiting artists, young people, schools and community. You will also provide administrative support to the Projects Producer – Creative Learning and across the team as required.

### **Essential:**

- Excellent organizational skills, good at planning and managing your time and different projects
- Self-motivated with good attention to detail
- Enthusiastic, with a passion for widening access to dance
- A creative thinker and someone who enjoys coming up with ideas and making them happen
- A strong team player - able to manage relationships and work within a diverse team
- Confident, and the ability to motivate others
- Proven ability to plan and co-ordinate projects and activities
- Able to find information/research project ideas as required
- Able to understand and work with budgets
- Effective written and verbal communication skills
- IT literate – MS Office, and understanding of databases and new technology

### **Desirable:**

- Experience of working in a dance or educational organisation
- Experience of organizing events or performances
- Educated to degree level in dance or 3 years' vocational dance training

## **JOB DETAILS**

### **Salary**

23k to 25k (depending on experience)

### **Hours of working**

Normal office hours are 10 am to 6 pm Mon-Fri.

Evening and weekend work will occasionally be required with no additional pay

### **Normal place of work**

English National Ballet, Markova House, Jay Mews, London though additional working may be required away from the office by attending events and venues in London and the regions

Other benefits and terms of employment will be available upon offer of employment.

### **HOW TO APPLY**

Please apply in writing to [hr@ballet.org.uk](mailto:hr@ballet.org.uk) including:

- Your C.V. with details of your current position and salary level
- A statement setting out why you are interested in the post demonstrating how you meet the requirements of the Job Description and Person Specification.
- The names and contact details for two referees. Please indicate if you do not wish your referees to be contacted prior to an offer of engagement.

Closing date for applications is **midnight on 2<sup>nd</sup> May 2017**. Please note that applicants will be interviewed on a rolling basis.

*This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It does not preclude any change or development within the role that may happen in the future.*