

Leicester Dance Theatre/Aakash Odedra Company

**AAKASH
ODEDRA
COMPANY**

SHIAMAK
Have feet. Will dance.®

The Academy
DeSi
m a s t i

Dear Applicant,

Thank you for your interest in the role of General Manager.

You will be an explorer who enjoys getting the house in order. The kind of person who when they don't know something, is not afraid to learn it. You will be focussed on growth - both for the organisation and for yourself. You enjoy being part of a team and are interested in the development of people. Resources are merely currency for getting things done, and what matters to you is the neatness with which we can acquire resources to make the changes we want to see happen in the world. You like possibilities and will find ways to make things happen with what we have. You don't mind saying no when you need to.

If you like the sound of this, read on, and if you need anything more, get in touch with Rob Lynden for an informal conversation at roblynden450@hotmail.com

The following are included in this pack.

- Information about Aakash Odedra Company, Shiamak and Desi Masti Studio
- The brief
- Equal Opportunities monitoring form

Further details can be found on our website www.aakashodedra.co.uk

To apply, send your CV, with relevant experience outlined, together with a covering letter maximum two pages specifying how you meet the person specification and why you would like to work with us. Please ensure only your contact details are on the front page as this will be removed. Please email your letter and CV with the Equal Opportunities monitoring form to Rob Lynden with the subject heading LDT/AOC General Manager application.

The closing date for applications is Monday 30th April 09:00

LDT is an equal opportunities employer and welcomes applications for people from all backgrounds



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

“Dance is a window into our souls. When we really dance, we feel free. If we help others to dance, we help them to be free. This is what we do.” Aakash Odedra

It is a great time to join us! LDT/AOC has just become an Arts Council England NPO at Band Two, and we have partners in place for new international creations in 2019 and 2021. Combined with the expansion of Shiamak our franchise company teaching Bollywood dance, LDT/AOC is embarking on a vibrant period of change and expansion.

About Leicester Dance Theatre

Leicester Dance Theatre Limited (LDT) is a not for profit organisation encompassing the existing work of Aakash Odedra Limited with a mission to drive forward dance in Leicester, the UK and internationally. LDT licenses three brands: Aakash Odedra Company; Shiamak and Desi Masti the Academy. The brands and names Aakash Odedra Company, Shiamak/Shiamak Midlands and Desi Masti are used for their respective audiences. Day to day, Aakash Odedra Company is the overall brand identity for the organisation.

Aakash Odedra Company

Aakash formed Aakash Odedra Company (AOC) an international touring dance company based in Leicester, UK in 2011 as a vehicle for commissioning solos and to develop his own choreographic work. His debut full length solo programme *Rising* featured new short works created on him by Akram Khan, Sidi Larbi Cherkaoui and Russell Maliphant. Choreographic commissions include a piece for James Brown: *Get on the Good Foot* (Apollo Theater, New York) and the opera *God's Little Soldier* (Theater Freiburg). Aakash is an Associate Artist of Curve Theatre (Leicester). In 2017 Aakash was Movement Director for the play *Pink Sari Revolution* for Curve Theatre and choreographer for a new opera, *Sukanya* by Ravi Shankar for The Royal Opera (London). 2018 saw the debut of his first company ensemble work, *#JeSuis*, which premiered at NYU Abu Dhabi with the European premiere at The Patrick Centre, Birmingham. Aakash has won numerous dance awards across the world including Bessie (New York), Dora Award (Toronto) and Danza e Danza (Italy).

Shiamak Midlands

Aakash's alma mater is *Shiamak*, the global leader in Bollywood Dance. With some 80,000 students across 4 continents and a teaching staff of 200, Shiamak Midlands is our franchise company teaching dance to some 300+ people per week across the Midlands, providing access to popular Indian dance forms and contemporary dance for people of all ages and abilities. Working with Shiamak plugs AOC into a global network of opportunities.

Desi Masti

Desi Masti is our 3000-square foot studio facility on Belgrave Road, Leicester. We have two studios comprising a hub for our classes programme and for professionals and the community to train, create and rehearse. Desi Masti is thought to be the only dedicated multi-studio rehearsal space led by a South Asian organisation outside London.

Our Vision

“Dance is a language without words. We spread this language with love, to improve everybody’s quality of life and bring greater harmony between individuals & within communities.” Aakash Odedra

Our story is of a deep-rooted local community organisation, which faces and embraces the world. As a Kathakaar, story-telling is at the heart of Aakash’s artistic practice. Rare for practicing two classical dance styles: Bharatanatyam and Kathak, he uses these ancient languages to tell stories through an extended movement vocabulary. A 3rd generation British South Asian, a millennial and arguably the biggest British South Asian dance star of his generation, Aakash views these styles as adaptable, constantly evolving forms. His mission is to take them to a new place of relevance for a new bi-lingual audience: the generation that’s grown up in Britain.

LDT’s purpose is to execute high quality artistic programmes which engage, educate & empower the widest possible audience. We work with partners in order to fulfil our vision. At home, Aakash is an Associate Artist at Curve Theatre, Leicester who support Aakash’s choreographic projects through commissioning and residencies. We continue working with Curve on supporting the Creative Case for Diversity. We work with Leicester City Council, De Montfort University, Leicester Mela and BBC Radio Leicester to contribute to Leicester’s Diwali Celebrations, the biggest outside of India. In Aakash’s home town of Birmingham, we have continuing relationships with DanceXchange and Birmingham Hippodrome, with plans to increase our footprint in the city. Our work with Sadler’s Wells continues through an Arts Council England Elevate award focused on the development of Aakash’s choreographic practice and raising questions around diversity in dance.

We are not only interested in diverse artistic practice, but also how ‘diversity’ manifests itself amongst our staff and audiences. We take seriously our responsibility as an organisation nestled in a BAME income deprived ward.

Our position as a leading arts organisation in the Midlands is to ensure that dance which is less represented than our own, and communities less visible than our own are engaged in the creative discourse of this country. Diversity is integral to all our work.

Finance

LDT became a band 2 NPO in April 2018 receiving £365k annually. Aakash Odedra Company has received support from Arts Council England through Grants for the Arts since 2012 for research, creation and UK distribution. An Elevate award 2016-19 is enabling us to develop our infrastructure. Our turnover in 16/17 was £211,000. We have ambitious plans to grow income from the Desi Masti studio and Shiamak.

LDT/AOC is currently applying for charitable status.

Leadership and structure

LDT/AOC is a company limited by guarantee, governed by a board of directors and chaired by Anu Giri, Executive Director, Dance Umbrella Ltd.

Leicester Dance Theatre / Aakash Odedra Company

Position:	General Manager – Full time, permanent
Reports to:	Producer
Direct reports:	Company Administrator, Company Manager and Assistant to the Artistic Director, Marketing Manager (p/t)
Responsible for:	Volunteers & interns
Salary:	£35 - £40k dependent on experience

Some evening and weekend work and local and international travel will be necessary

Purpose of the post

The General Manager is responsible for the efficient running of a viable and stable organisation focused on delivering its vision. They are responsible for managing our human and financial resources and will take the lead in the development and implementation of excellent organisational policies and practices. In partnership with the Producer they will take a pro-active role in advocating for the organisation and for fundraising. The General Manager will keep the Producer abreast of all management, financial and legal requirements and will deputise for the Producer in his absence.

The brief

- To ensure the company operates efficiently and is compliant with all legal and statutory requirements, including reporting to funders
- To contribute to the strategic development of the company including operational planning
- To put systems in place to ensure effective day-to-day operations including Desi Masti Studios and our programme including Shiamak classes

Management and Operational

- Contribute to development and implementation of the 2018-22 operational plan
- Contribute to the overall management of the company, participating in formulating strategy and decision-making in conjunction with the Director and Board of Trustees.
- Ensure data collection, management, analysis and reporting systems are robust and embedded into planning
- Ensure the company is compliant with data sharing requirements
- Ensure best value from service providers e.g. utilities
- Be accountable for and maintain an overview of the company's digital strategy, PR and marketing
- Ensure Key Performance Indicators are successfully achieved, monitored and reported
- Ensure the fulfillment of all legal and financial procedures required in relation to the Charities' Commission and other statutory and regulatory bodies

Finance

- To be responsible for effective financial management across the organisation, ensuring that funds are used and allocated in line with funders' requirements
- In partnership with the Producer, to prepare the company's annual budget

- To be responsible for the preparation of management accounts, cash flow forecasts and information for trustees, auditors and funders
- To be responsible for generating budgets and financial information for fundraising applications, pitches and proposals
- Ensure robust financial systems, processes and records are in place with appropriate controls and procedures
- Ensure accounting and financial coding systems meet the reporting needs of funders and auditors
- Manage the salary administration process and all banking arrangements
- Authorise payments for goods and services
- Ensure effective reporting systems across the three brands that comprise the company
- Set up new financial management systems and procedures as necessary and train staff
- Oversee processing and maintenance of income records, including the issuing of invoices, chasing overdue payments and depositing payments
- Take responsibility for the quarterly and annual VAT reconciliation
- Maintain the sterling and foreign currency bank accounts

Human Resources Management

- Function as the HR lead for the organisation and ensure the company operates as a good and fair employer
- Develop, review and implement up-to-date policies and procedures for the recruitment, retention and development of staff, freelance contractors and volunteers in line with legislation and good practice
- Take the lead role in the management of freelance staff
- Ensure up-to-date job descriptions and performance evaluation procedures are in place and implemented
- Manage all personnel and HR procedures including DBS checks, induction & performance reviews and health and safety and revise as necessary
- Issue contracts ensuring consistency and best practice

Governance

- Act as Company Secretary for the company overseeing the servicing of the Board of Trustees and Sub Committees and ensuring the timely provision of information for decision-making
- Review governance processes to align with financial reporting and ensure compliance with relevant legal and financial requirements
- Set up systems to generate artistic, operational and financial papers for the Board and finance working group
- Ensure all company policies are up to date and relevant including Health & Safety and Safeguarding policies

Equal opportunities

- Carry out all duties with an understanding of, and commitment to, equal opportunities and ensure that that this understanding and commitment is implemented across the company

Representing the company

- Maintain high quality relationships with stakeholders
- Advocate for and represent the company
- Attend occasional company performances and events

Person specification

Essential

- Minimum 3 years' experience of working in an arts organisation or charity with one year working at middle/senior management level
- Commitment to equal opportunities
- Demonstrable and recent experience of preparing annual budgets, management accounts and financial reports
- Excellent organisational skills
- Numerate with ability to analyse and interpret complex data
- Understanding of the current environment for the arts and charitable sector
- Excellent IT skills and knowledge including Word, Excel, PowerPoint
- Experience of recruiting and managing staff and freelancers
- Excellent verbal and written skills and the ability to build rapport with a wide range of people
- Ability to work concurrently with multiple priorities
- Experience of working with a board or management committee

Desirable

- Dance experience and knowledge
- Knowledge of cultural and creative industries in Leicester and the Midlands
- Experience of working with international partners
- Recent experience of working for a performing arts company which tours in the UK and internationally
- Experience in generating income for an organisation
- One other European or Asian language

Equality and Diversity Monitoring Form

Leicester Dance Theatre/Aakash Odedra Company is committed to a policy of equality of opportunity in its employment and personnel practices and a strong belief in equality of opportunity is at the heart of everything that we do. We understand that diversity enables opportunity for artistic innovation, for collaboration, for risk-taking and for finding new forms of expression.

To check whether our employment procedure is appropriate and fair, we would appreciate knowing certain information about the people who are applying to work with us. Therefore, we would be grateful if you would complete this form.

All the information you provide here will be kept confidential, used only for monitoring purposes and stored separately from your application.

Position: General Manager

Gender identity

- Female (including male to female trans women)
- Male (including female to male trans men)
- Non-Binary (for example, androgyne)
- Prefer not to say

Age

- 0-19
- 20-34
- 35-49
- 50-64
- 65+

Do you consider yourself to have a disability?

- No
- Yes, how would you describe your disability?
 - Visual impairment
 - Mental health condition
 - Hearing impairment/Deaf
 - Invisible disabilities
 - Physical disabilities
 - Other long term/chronic conditions
 - Cognitive or learning disabilities

Ethnicity

Asian / Asian British

Indian Pakistani

Bangladeshi Chinese

Any other Asian background

Black / Black British

African Caribbean

Any other Black background

Mixed

White and Black Caribbean White and Black African

White and Asian Any other Mixed/Multiple ethnic background

White

British Irish

Gypsy/Irish Traveller Any other White background

Other

Arab

Any other ethnic group Not known / Prefer not to say