CANDIDATE BRIEFING

Producer, Community & Place

Maternity Cover

October 2026

DANCE EAST

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About DanceEast

DanceEast's vision is a world where everyone can benefit from the vital and life-enhancing power of dance.

Operating in the East of England and beyond, our mission is to create new and exciting ways for people to move or be moved, through participating in, experiencing, or producing dance at its very best. We promote dance as an avenue for self-expression, discovery, and fulfilment; to enhance health and wellbeing; and as a tool to unite people and communities.

Three values drive us forwards: a passionate pursuit of quality, a commitment to making dance compelling, accessible, and inclusive for everyone, and a determination to focus effort and investment where it has the greatest impact.

As one of the UK's leading dance organisations and the home of dance in the East of England, our work is consistently excellent, and our impact is felt locally, regionally, and nationally. Each year our programme reaches 40,000 attendances of participatory activities and 13,000 attendances of performances both in the theatre and outdoors. Our outreach activities focus on people facing disadvantage as well as those traditionally under-represented in arts engagement; we give more people the chance to experience and create the highest quality dance, for the greatest benefit of all.

Further information about DanceEast can be found at **www.danceeast.co.uk**



Care to Dance? 2024
© Amy Falla

Purpose of the Post

The Producer – Community & Place will lead the strategic development and delivery of DanceEast's Community & Place programme, using dance to strengthen communities, champion creative health and wellbeing, and establish DanceEast as a vibrant destination and cultural anchor for the region.

Working closely with the Head of Creative Programmes and the Coordinator – Community & Place, the post-holder will lead a portfolio of activity across community participation, Creative Health, the Class Programme, building activation, early years and family activity, and place-based partnerships.

The post-holder will have responsibility for developing and maintaining strong relationships with communities, partners and local organisations; identifying opportunities for programme development, partnership and income generation; and ensuring that Community & Place activity is well planned, delivered and evaluated.

A responsibility of the role will be the management of Norfolk & Suffolk: Region of Creative Health, a major multi-partner project led by DanceEast. The post-holder will coordinate the partnership, track delivery against the project plan, monitor funding, outputs and outcomes, support effective governance and reporting, and ensure partners remain accountable for their agreed contributions.

The role will contribute to DanceEast's wider Creative Programme and work collaboratively across the organisation to support DanceEast's mission and wider work.

Key Relationships

Internal: Head of Creative Programmes; the Coordinator – Community & Place; other members of the Creative Team; freelance artists and practitioners; Marketing & Communications and Development teams; Operations and Finance staff; and other staff across the organisation.

External: Community groups and organisations; participants and families; Creative Health partners and practitioners; artists and dance companies; class tutors; schools and early years partners; health and wellbeing organisations; local cultural and community organisations; regional and national networks; and partners involved in the Region of Creative Health.

Principle Responsibilities

Community & Place Programme

- Contribute towards the development and delivery of DanceEast's Community & Place programme, including community participation, Creative Health and place-based activity
- Develop and maintain productive relationships with communities, partners, local organisations, artists and practitioners
- Identify opportunities for programme development, partnership working, income generation and wider impact
- Work collaboratively across DanceEast to connect Community & Place activity with the wider programme.

Below is an illustrative breakdown of the current Community & Place programme:

Region of Creative Health

- Lead the day-to-day programme management of Norfolk & Suffolk: Region of Creative Health
- Coordinate delivery across the multi-partner network, ensuring partners understand and deliver their responsibilities
- Maintain the project plan; tracking activity, milestones, outcomes, deadlines, expenditure, and evaluation targets
- Coordinate partnership meetings, ensuring actions and project records are maintained
- Support the development and longer-term ambitions of the Region of Creative Health network.

Creative Health

- Lead the development and delivery of DanceEast's Creative Health portfolio, including Dance for Parkinson's, Parkinson's Meetup & Move, Care to Dance and Wellbeing Wednesdays
- Take responsibility for artists, practitioners, participants and partners across Creative Health programmes
- Ensure activity is effectively planned, resourced, monitored and evaluated.

Weekly Class Programme

- Lead the development and delivery of the weekly Class and Extended Class Programmes
- Work with the Coordinator - Community & Place to manage the freelance teaching workforce, including recruitment, briefing, support and performance management
- Ensure classes are effectively planned, resourced and administered
- Monitor participation, income, expenditure and feedback, identifying opportunities to increase participation.

Community, Place and Building Activation

- Lead an agreed portfolio of community, early years, family and place-based activity, including Baby Loves to Boogie and Let's Dance Holiday Club
- Lead building activation activity that positions the DanceHouse as a welcoming, accessible community space and vibrant cultural destination

- Develop relationships with community, cultural, education and family partners to support participation, collaboration and programme development.

Programme Management, Funding & Development

- Manage programme budgets, income and expenditure, working closely with the Head of Creative Programmes
- Support funding applications and opportunities for external investment and partnership income
- Ensure funded activity meets agreed objectives, outcomes and reporting requirements.

Leadership & Management

- Line manage the Coordinator - Community & Place
- Work collaboratively with the Coordinator - Community & Place and wider DanceEast team to ensure effective, joined-up planning and delivery
- Share organisational responsibility for safeguarding.

General

- Contribute to DanceEast's wider Creative Programme and organisational priorities
- Attend relevant meetings, training and organisational activity as required
- Work in accordance with DanceEast's EDI, Environmental, Access, Health & Safety and other organisational policies
- Undertake other duties reasonably required by DanceEast.

At DanceEast we are committed to creating a diverse, inclusive workforce that is reflective and representative of the diversity of our communities.

We recognise that difference is a strength, and our working environment is one where every individual's unique contribution is valued and respected.

Person Specification

While we have set out our ideal requirements below, we remain open and flexible. We are interested in hearing from candidates who:

- Have experience across some, but not all, of the outlined job description
- Have some, but not all, of the essential skills.

Attributes

- Strong communication and relationship-building skills, with a wide range of people including community groups, participants, artists, practitioners, partners, funders and colleagues
- Strategic and collaborative approach, with the ability to see the bigger picture while ensuring activity is delivered effectively
- Highly organised, with the ability to manage multiple projects, priorities and deadlines
- Able to work on own initiative while also working effectively as part of a team
- Proactive and practical, with a willingness to find solutions and get things done
- Strong attention to detail and commitment to accuracy
- Positive, approachable and supportive manner, with an understanding of the needs of people from a range of backgrounds and circumstances
- Ability to build trust and effective working relationships across different organisations and sectors
- Positive and curious approach, with a willingness to learn and develop
- Commitment to excellence in all forms of dance practice and engagement
- Commitment to equality, diversity, inclusion and best practice in promoting equality of opportunity
- Commitment to living locally, able to travel regionally and to work evenings and weekends as required.

Qualifications and Experience

Essential

- Knowledge and/or an appreciation of dance, and a strong interest in the development of dance opportunities for communities and participants.
- Experience of developing and delivering arts, cultural, community, Creative Health or participation programmes.
- Experience of managing complex projects or programmes involving multiple partners, organisations or stakeholders.
- Experience of developing and maintaining effective partnerships and professional relationships.
- Experience of managing projects against agreed plans, timescales, objectives and targets.
- Experience of monitoring project delivery, identifying risks and issues, and ensuring actions are followed through.
- Experience of managing budgets and monitoring financial information, and evaluating and reporting.
- Strong written and verbal communication skills, with a high level of accuracy and attention to detail.
- Experience of working with a range of people including participants, communities, artists, practitioners, partners and colleagues.
- Strong organisational skills, including planning, prioritising and coordinating multiple areas of activity.

- Experience of line management or supporting the development of colleagues.
- Strong IT skills, including Microsoft Word and Excel, email and internet.
- Understanding of safeguarding and its importance when working with participants and communities.

Desirable

- Experience of managing publicly funded arts or cultural programmes
- Experience of managing multi-partner or cross-sector programmes involving health, social care, education, cultural or community organisations
- Experience of Creative Health or health and wellbeing programmes
- Experience of place-based cultural or community development
- Experience of developing new partnerships, funding opportunities or income-generating activity
- Experience of working with box office and CRM systems
- First Aid qualification.



Breaking Class
©Alicia Clarke

Terms & Conditions

Salary:	£27,771 (0.8 FTE - £34,714 per annum pro rata).
Contract:	Approximately 12-month fixed-term contract covering a period of maternity leave.
Start Date:	January 2027
Responsible to:	Head of Creative Programmes
Hours of Work:	30 hours per week, normally worked over four days, with flexibility around the actual working pattern by agreement.
Working Hours:	The standard working week is Monday to Friday, 9am to 5.30pm, with one hour for lunch. The organisation welcomes flexible working with daily starting times of up to 10am and finish times from 4pm. You should agree your exact working pattern with your line manager.
Place of Work:	Jerwood DanceHouse, Ipswich, IP4 1DW. By the very nature of the role and organisation, office working will be the default position, but some flexibility may be available.
Holiday Entitlement:	20 days paid holiday per year pro-rata; plus statutory UK bank holidays, pro-rata.
Probation period:	Three months.
Notice Period:	One week during probation period, rising to two months after successful completion of probation period.
Right to Work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to DanceEast.
Pension Scheme:	Should you meet the required criteria, as laid down by legislation, you will automatically be enrolled into a qualifying workplace pension scheme in which both yourself and DanceEast will make monthly contributions. The employer's contribution is 4% of your salary and the employee's contribution is no less than 4% of your salary. You have the option to opt out of the scheme if you wish to.
Safeguarding:	The successful applicant will be subject to an Enhanced DBS Check on commencement of their employment, unless one is already held and acceptable to DanceEast, and at regular intervals during their employment. The postholder will be required to undertake Safeguarding Training.
Additional Benefits:	Complimentary tickets for DanceEast productions and classes (subject to availability); Flexible and adaptive learning and development opportunities; Cycle to Work scheme; and Staff discount at the DanceHouse café.
Further Information:	This job description is a guide to the nature of the work required for this position. It is neither wholly comprehensive nor restrictive and will be reviewed with the postholder annually or at significant points for the organisation.

Organisational Structure

DanceEast's staff team brings together specialist expertise across creative programming, communications and development, and operations and resources.

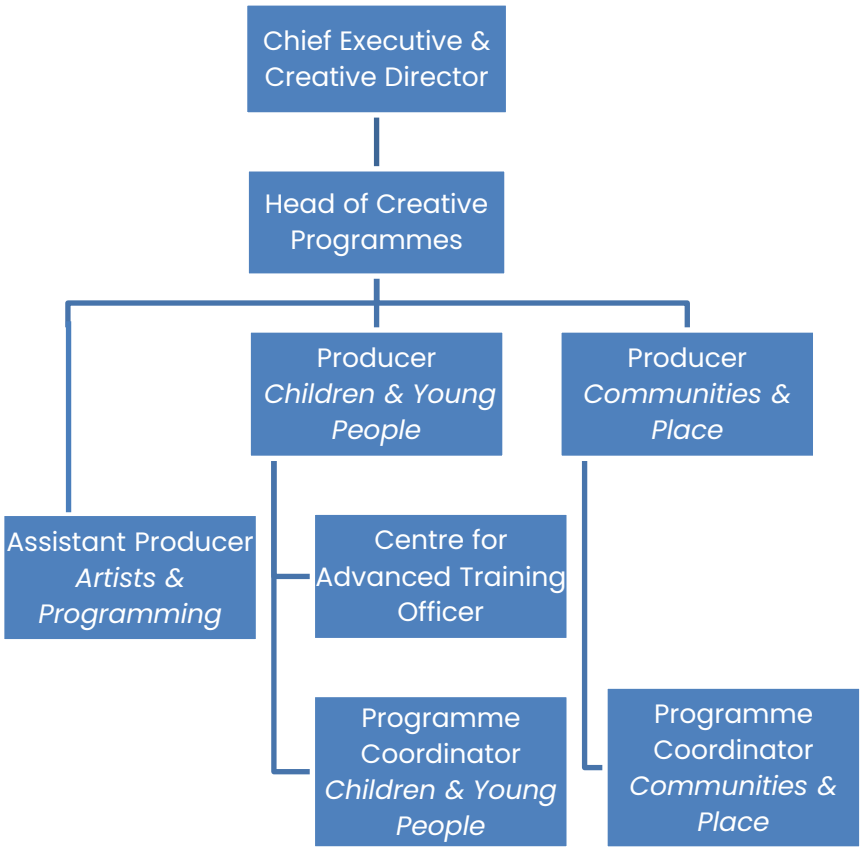
Creative Programmes develops and delivers DanceEast's artistic programme and participation activity, working with artists, children and young people, and communities.

Communications & Development raises the profile of DanceEast, connects our work with audiences and communities, and develops relationships with funders, donors and partners. The team leads on marketing, communications, fundraising and income development.

Operations & Resources provides the practical and organisational support that enables DanceEast to operate effectively. This includes finance and administration, ticket sales, venue operations, technical support and building management.

These areas work closely together, sharing expertise and resources to deliver DanceEast's vision and mission.

The diagram below shows the structure of the Creative Team who deliver the Creative Programme.



Making an application

Applications should be made on the enclosed Application Form.

Candidates should provide detailed information in their application which clearly demonstrates how they meet each of the essential criteria listed in the Person Specification. The shortlisting panel will assess applications solely on the information supplied, so it is essential that your responses correspond to these criteria.

DanceEast recognise the value of having a diverse workforce and is actively seeking to broaden the range of people represented in our workforce. We therefore welcome applications from candidates from a wide range of ages, backgrounds and lifestyles and make all reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

For an informal conversation about the role contact Tom.Bowes@**danceeast**.co.uk. If you have any access needs, and/or feel you would benefit from any reasonable adjustments to allow you to fully participate in the application and selection process, please get in touch with HR@**danceeast**.co.uk.

DanceEast is an Equal Opportunities Employer and has a Diversity & Equality Plan aimed at improving the diversity of its workforce. To ensure the effectiveness of the policy and to assist in its development, DanceEast monitors all applications for employment. You are therefore asked to complete the Equal Opportunities Monitoring Form, which will be treated as confidential and used for statistical purposes only. The form will be separated from your application and remain anonymous before your application is reviewed by the selection panel.

The Application Form and Equal Opportunities Monitoring Form should ideally be completed electronically and emailed to HR@**danceeast**.co.uk; or sent by post to Bill Armitage, Head of Operations & Resources, Jerwood DanceHouse, Foundry Lane, Ipswich IP4 1DW, marked "Private and Confidential". Please note that CV's will only be considered when attached to a fully completed Application Form.

Completed applications must arrive at DanceEast by 9.00am on Thursday 12th November. Successful candidates will be invited to an interview at the Jerwood DanceHouse on Friday 20th November, and candidates should be available on this date.