Eden Court
HIGHLANDS

JOB PACK

Engagement Producer - Dance

Full time, Permanent

Contents

Introduction page 2

The role and Eden Court

Eden Court's Values page 3

Values and commitments made by our team

Person Specification page 4

A breakdown of the qualities and skills we are looking for

Job Description page 6

Details of the role and what is involved

Employment Details page 8

Salary, holiday and work hours

How to Apply page 9

Instructions for how to apply for the role

Application Timeline page 10

What you can expect from the process and when

Introduction

Eden Court is the Highlands' cultural hub. We present a wide and varied programme of music, drama, dance, comedy and film, as well as delivering a range of arts education and participation opportunities. Eden Court is Scotland's largest multi-arts centre and you can find more information about us **here**.

Creative Engagement at Eden Court is founded by our core belief in cultural democracy; that everyone is an artist, and everyone we encounter has the skills and experiences to be creators of culture.

Eden Court's Engagement Department delivers creative arts projects, facilitates civic conversations and devises programmes of activity across the Highlands for people of all ages and abilities. Everything we do is imagined and delivered by our brilliant team as well as freelancers working across the Highlands and Moray.

The Engagement Producer – Dance post is ideal for an experienced project manager and facilitator with a commitment to access and inclusion. The post offers the right applicant an exciting and challenging opportunity to be part of our vibrant and ambitious creative learning and participation department, whilst collaborating with communities in the Highlands.

Eden Court has made a commitment to promoting energy efficiency, reducing waste materials, programming environmentally-conscious work and perhaps most crucially, increasing staff and audience awareness of climate crisis issues and anyone joining our team will be asked to do what they can within their role to help us with our commitment. You can read more in our Environment and Climate Crisis Policy here.

Eden Court is home to two theatres programmed by our Live Performance teams, as well as two studios used by our Engagement and Producing teams. We are always looking for ways to connect the work programmed on our stages and our screens with our engagement programme and vice versa. As such, we are looking for an individual who can imagine and design interesting and exciting projects and programmes that cross art forms and help Eden Court be a space for all.

Eden Court's Values

We are **PROUD** to be of and for the Highlands and a Highland welcome is guaranteed.

We are **AMBITIOUS** in what we do, what we expect of others and for our city and region.

We are **OPEN** about how we work, how decisions are made and where we can be better.

We are **NURTURING** of those who take part, our staff, artists and those who visit us.

Climate Emergency

Eden Court has made a commitment to promoting energy efficiency, reducing waste materials, programming environmentally-conscious work and increasing staff and audience awareness of climate issues. The Climate Emergency project group, made up of cross-department representatives, leads on setting the Action Plan which defines the organisation's work in this area and all staff are expected to engage with the guidance, training and requests for action which come from this group.

Access + Inclusion

Every employee at Eden Court is expected to play an active role in improving access and inclusion across the organisation. The Access + Inclusion project group, made up of cross-department representatives, leads on setting the Action Plan which defines the organisation's work in this area and all staff are expected to engage with the guidance, training and requests for action which come from this group.

Gàidhlig aig Eden Court | Gaelic at Eden Court

Gaelic language and culture is an important aspect of life here in the Highlands and Islands. Song, poetry, music, art and dance have always been at the heart of the language and even though Gaelic is a minority language today there is a lively community of fluent speakers, learners and supporters here in the Highlands.

At Eden Court we all play a key role in supporting Gaelic language and culture, in welcoming Gaelic speakers and in enabling more people to use and experience Gaelic language and culture through the arts. We welcome and support any level of Gaelic language skills amongst our staff. Please see our Gaelic Language Plan to find out more.

Person Specification

We are looking for an experienced and ambitious project manager and facilitating artist to join our Engagement team as an Engagement Producer – Dance.

We do not expect a candidate to have experience of all the areas listed below, but preference will be given to candidates who can demonstrate experience in a number of the areas.

Qualifications / Experience / Knowledge

- 5+ years' experience working within the dance and participatory arts sector
- A degree in dance, or equivalent industry experience
- A background in contemporary dance and creative practice
- Experience of teaching dance education and knowledge of the Qualification Scotland dance curriculum
- Experience of teaching dance classes and choreographing for sharing's/performances
- Excellent project management skills
- Knowledge of co-creation with communities and groups of different ages in a democratic way
- Experience working with disabled people and/or of working with people from underrepresented communities and cultural backgrounds
- Knowledge of the dance and participatory dance sectors in Scotland
- Ability to work across various projects at once
- Experience of supporting on funding applications and reporting to funders
- Excellent administrative and IT skills including Microsoft word, excel and outlook, including Office 365 online
- Excellent organisational skills

Personal Qualities

- Enthusiasm for community engagement, creative learning and participatory practice
- Be open and engaging, and able to develop new relationships with Eden Court colleagues and our communities
- Be creative and able to think of new ideas for projects and activities
- Be a team player and willing to support colleagues with their projects
- Have an appreciation of the positive effect the arts can have in people's lives

- Be curious and excited about learning new things and continually developing skills
- Ability to act on your own initiative, solve problems, manage your workload, set priorities and meet deadlines
- Excellent participant care, and diligence in nurturing positive relationships internally and externally
- Be a flexible and empathetic line manager and mentor for our freelance dance artists
- Be open to feedback and ready to rectify mistakes
- Flexibility in working hours

Job Description

Eden Court is committed to presenting a wide and varied programme of engagement, creative learning and participation in Inverness and throughout the Highlands.

As the Engagement Producer - Dance you are responsible for the development, management and monitoring of Eden Court's Engagement Projects in dance, as well as other multi-art-form projects, or projects for which your experience makes you the best member of the team to contribute to.

You will report to the Head of Engagement. The hours of work are variable according to the requirements of the theatre and cinema, your ability to be flexible is required.

Key Aims of the Role

- Lead on the development of the dance strand of Eden Court's Engagement programme for young creatives, schools and communities, including classes, funded projects, performances and qualifications
- A genuine commitment to your own professional development as a facilitating artist. It is anticipated that the post holder will direct and creatively deliver projects within your art form and so a key aim of the role is to ensure your creative practice develops to ensure high-quality experiences for all our project beneficiaries
- Work with the Head of Engagement, your Engagement team colleagues, and the wider Artistic team, in creating and developing the organisation's artistic policies and strategy
- To develop, foster and maintain appropriate relationships with key stakeholders in the arts, education and community sectors

Principal Responsibilities

- Lead on the strategic development of Engagement's dance programme, ensuring projects are of a high-artistic standard, meet their outcomes and are in line with the wider Engagement strategy
- Create participatory work in collaboration with Highland communities and participants - these could be young people, the LGBTQ+ community, people in care homes, to give just a few examples
- Lead on the creation, project management and evaluation of funded programmes that fall in the dance strand such as Dance for Parkinson's and Horizons
- Support the Head of Engagement and Fundraising team with funding applications
- Responsible for budget management of the dance programme, ensuring projects are on budget

- Facilitate on dance arts and multi-disciplinary projects and regular classes
- Deliver on our Qualifications Scotland dance qualification courses and achieve a high pass rate for participants
- Develop, foster and maintain mutually beneficial relationships with key stakeholders in the arts, education and community sectors, including:
  - Primary, secondary, higher and further education institutions in the Highland region
  - Community partners for adult Engagement work in the Highland region
  - Companies and artists creating work for young people nationally and internationally
- Act regionally and nationally as an ambassador for Eden Court, it's Engagement activities and its work in general
- Line manage and mentor the pool of freelance dance artists
- Support with the recruitment of freelance facilitators in support of the Engagement programme
- Promoting and championing climate justice issues among our participants, audiences
- Submit forms detailing expenses, statistics, and invoices to support the department's reporting obligations
- Any other reasonable duties required to ensure the smooth running of the theatre's Engagement operation

General Responsibilities

- Any other duties requested by the Line Manager, which are reasonable requirements for the job Engagement Producer – Dance
- Abiding by and promoting organisational policies, such as Equal Opportunities, Health + Safety, Safeguarding and Data Protection
- Maintaining an environment that is safe and welcoming for participants, audiences, visitors, staff and everyone else
- Representing Eden Court professionally at external meetings and advocating for the work we do

Employment Details

JOB TITLE	Engagement Producer - Dance
SALARY	£36,000 per annum
HOURS OF WORK	37.5 per week (usually worked over Mon-Fri but with some evening and weekend work expected. If this would be a barrier to you, we can consider flexible working arrangements.)
CONTRACT TYPE	Permanent
LOCATION	Eden Court Highlands, Bishops Road, Inverness, IV3 5SA (though you may travel to different communities across the Highlands. Some home-working is possible in agreement with your line manager.)
DEPARTMENT	Engagement
LINE MANAGER(S)	Head of Engagement
PENSION	Up to 6% Company contribution with The People's Pension
HOLIDAYS	Full time equivalent allowance of 36 days of paid annual leave, inclusive of 8 public holidays. The annual leave allowance increases to 37 days after completing 1 years' service up to a maximum of 41 days after 5 years' service. Holiday entitlement will be pro-rated for those working less than 37.5 hours per week.
PVG	An enhanced PVG check will be required. Eden Court will cover the cost of this. A PVG check certifies that you are allowed to work with children and protected adults, and have no convictions that prevent this.

OTHER BENEFITS

- Complimentary and discounted tickets to events at Eden Court
- Free soup and 20% staff discount at Eden Court's Café/Bar
- Enhanced benefits package
- Free parking
- Flexible working options

How to Apply

We are committed to creating a workplace that values diversity and fosters inclusion. Applications from people of all backgrounds and experiences are welcomed, and we particularly encourage individuals from underrepresented or marginalised communities to apply. We value a broad range of perspectives and experiences, with our key priority to create an environment where everyone feels respected and supported.

We welcome applications in a format that works best for you. You can apply in writing with a letter (no more than two sides of A4) explaining your interest in the role and why you believe you would be suitable.

You're also welcome to apply in other formats if preferred – this could include a video or audio recording, or another form that allows you to tell us about yourself and your suitability for the role in a clear and accessible way.

Please also include:

- A recent CV (if you are applying in writing – CVs are not essential for non-written applications)
- Your name
- Your address
- Your phone number
- Any access requirements you may have if invited to interview

Applications should be sent to: **jobs@eden-court.co.uk**

If you're unsure about how best to apply or would like to discuss any adjustments or support with the application process, please don't hesitate to get in touch.

Applications must be received by Mon 4 Jan 2027.

We're a Disability Confident Committed Employer

Eden Court is proud to be a Disability Confident Committed employer. We are dedicated to making our recruitment process inclusive, accessible, and welcoming to all, and we actively encourage applications from candidates with disabilities and long-term health conditions.

As part of this commitment, we:

- Guarantee an interview to any applicant who identifies as disabled and meets the minimum essential criteria for the role (unless the number of applications makes this impractical)

- Offer reasonable adjustments throughout the recruitment and selection process to ensure candidates can participate fully
- Support existing employees who acquire a disability or long-term health condition, helping them to remain and thrive in their roles

If you would like to be considered under the guaranteed interview scheme, please indicate this on your application or contact us at **jobs@eden-court.co.uk**. You do not need to disclose details of your disability unless they are relevant to any specific adjustments you are requesting. Any information you do provide will be treated in strict confidence.

Equal Opportunities Monitoring

We ask all applicants to complete our Equalities Monitoring Form as part of your application, which you can complete here.

This helps us track how inclusive and representative our recruitment process is. The information you provide is anonymous, not shared with the selection panel, and used only in aggregate form for monitoring purposes in line with our commitment to equality, diversity and inclusion.

Accessibility and Adjustments

If you require the job pack in a different format, or would like to request any adjustments to the application or interview process, please contact us at **jobs@eden-court.co.uk**

We are happy to make arrangements to support you.

Application timeline

CLOSING DATE	Mon 4 Jan 2027
STAGE ONE INTERVIEWS (ONLINE)	Wed 13 Jan 2027
STAGE TWO INTERVIEWS (IN PERSON)	Thu 21 Jan 2027
DECISION COMMUNICATED TO ALL APPLICANTS	W/C Mon 25 Jan 2027
SUCCESSFUL CANDIDATE START DATE	To be agreed