

PHOENIX DANCE THEATRE

APPLICATION PACK EXECUTIVE DIRECTOR 2020



PHOENIX DANCE THEATRE

Dear Applicant,

Thank you for showing interest in Phoenix Dance Theatre's Executive Director post. This application pack contains the details of the role and some contextual information about the company. To find out more, we recommend visiting the [Phoenix Dance Theatre website](#).

Phoenix Dance Theatre is an inclusive employer. We value difference and recruit by merit based on fair and open competition. We welcome candidates from all backgrounds and from all sectors. We are particularly committed to supporting applications from black and ethnic minority applicants. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Single Equalities Act 2010.

The closing date for applications is 9am Monday 17 February 2020.

Interviews will take place in Leeds on Monday 2 March 2020.

To apply, please complete our application form [by clicking here](#). You will be required to upload a cover letter that is no longer than two sides of A4 explaining why you would like to work for Phoenix Dance Theatre and what skills you will bring as the company prepares for its 40th birthday.

If you require any access support if selected for interview, please inform the PDT team via email: recruitment@phoenixdancetheatre.co.uk or telephone: 0113 2368 130. During recruitment, the selection panel will be shortlisting based on what qualities, skills and experience you may bring to the role. The attached job description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list. Please refer to the job description in your application.

If you would like to arrange an informal conversation about this post with Phoenix Dance Theatre Chair, Pamela Doherty, please contact Executive Assistant, Bev Taylor to make an appointment. You can contact Bev via email bev.taylor@phoenixdancetheatre.co.uk or telephone 0113 2368 130, please note, Bev only works Tuesdays and Thursdays.

We would appreciate if you could complete our anonymous Equal Opportunities Monitoring form so that we can evaluate our recruitment practices. You can find the form by [clicking here](#).

Yours faithfully,



Sharon Watson

Artistic Director & CEO, Phoenix Dance Theatre

PHOENIX DANCE THEATRE

A BRIEF OVERVIEW OF PHOENIX DANCE THEATRE

Founded in 1981 by three black British men from Harehills, Leeds, Phoenix Dance Theatre is one of the UK's leading contemporary dance companies.

Over nearly four decades the company has grown to be internationally respected for their artistic programmes which encapsulate the diverse spirit of multicultural Britain. Each year the Company embarks on national tours presenting critically acclaimed dance productions to audiences throughout the UK and further – reaching up to 20,000 people and engaging with up to 6,500 people through the Company's extensive education provision.

Phoenix Dance Theatre is the longest-standing contemporary dance company outside London and one of few mid-scale contemporary dance companies to employ a permanent company of professional dancers. Under the Company's current and longest-standing Artistic Director Sharon Watson, Phoenix Dance Theatre's aim is to create dynamic, diverse and relevant work that embodies the Company's rich Caribbean history and shines a light on cultural narratives which are often overlooked or untold.

Rooted in Nadine Senior OBE's principles of providing the highest quality, accessible dance provisions, the Company's Access & Education department is celebrated for inspiring and empowering people through the medium of contemporary dance. They are committed to providing opportunities for all through provisions which range from regular weekly classes as part of their Saturday School and Illuminate Dance programmes, prevocational training in the Youth Academies based in Leeds, Gateshead and York – to bespoke schools' packages working on Cross-Curricular or performance led projects.

Phoenix Dance Theatre's presence both on and off the stage continues to develop and establish diverse new audiences for contemporary dance.

Sharon Watson is the seventh and longest-standing Artistic Director of Phoenix Dance Theatre. Trained at the London School of Contemporary Dance, she was one of the first female Principal Dancers invited to join the all-male award-winning Phoenix Dance Theatre (formerly Phoenix Dance Company), touring with the company from 1989 to 1997 where she choreographed *Never Still* and *Shaded Limits*. Having left Phoenix to pursue a number of other ventures including setting up her own company ABCD and lecturing at the Northern School of Contemporary Dance, Sharon returned in 2009 as the new Artistic Director. Since then Sharon has choreographed *Fast Lane*, *Melt*, *Never 2 Still*, *Repetition of Change*, *TearFall* and *Windrush: Movement of the People*.

She was Yorkshire Woman of the Year in 2016, awarded the 2018 First English Woman's Award for Arts and Culture, is in the Top 50 Power List of the Northern Power Women Awards, previous Chair of Leeds 2023, is the Black British Business Awards' Arts and Media Senior Leader of the year 2019 and in July 2019 was awarded an Honorary Doctorate by Leeds Beckett University for her contribution to the arts. Sharon is committed to improving diversity within the arts by supporting the creative voices of women and black and ethnic minority artists.

OUR VISION

MISSION

To inspire and entertain through dance, and to develop new audiences for dance, whilst enriching and embodying the spirit of a multicultural Britain.

CORE VALUES

Phoenix seeks to deliver its mission through the pursuit of its core values of quality, diversity, inclusivity, access and communication, through all of its activities.

- **Quality**– in the individuals working with the company, in the work produced by the company, and in experiences for participants and audiences
- **Diversity**– in the composition of the company members, and in the kind of experiences and opportunities offered
- **Inclusivity**– in programming work that has broad appeal, and in particular in the range and scope of educational activities
- **Access**– in producing work that is accessible and open to audiences from diverse backgrounds, and in opening up educational experiences to as broad a range of people as possible with varying abilities
- **Communication**– in presenting work that is communicative and relevant to current audiences, and in the way we interact with audiences, venues and all partners

UPCOMING ACTIVITY

In 2018 Phoenix Dance Theatre embarked on a four-year programme that intended to rejuvenate audiences for dance, develop and better represent diverse artists and implement strategies to address the long-term fragility of the company's business model to develop a more resilient future.

You will be joining the team in the third year of this programme and we have already seen record breaking results. In 2018, we premiered *Windrush: Movement of the People* and toured this production to packed auditoriums across the country, achieving the highest touring statistic in ten years, in February 2019 we premiered *The Rite of Spring*, the Company's first ever collaboration with neighbours Opera North and broadcast *Windrush: Movement of the People* on BBC Four. 2020 sees the Company's artistic output increase further, with the world premiere of *Black Waters*, a collaboration with Indian dance company, Rhythmosaic which will tour the UK and India, our Access & Education department delivers the *Black Waters Heritage Project* in tandem with the mainstage production, we expand our touring remit into non-conventional performance settings, pursue our international touring ambitions further and build towards the Company's 40th birthday year.

JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE

To work alongside the Artistic Director/CEO in delivering Phoenix Dance Theatre's artistic ambition through strategic planning and implementation and business and financial management.

KEY RESPONSIBILITIES

- Financial management of all aspects of the company including preparation of cash-flows, budgets and management accounts and reporting these to the Board of Trustees
- Providing joint strategic leadership of Phoenix Dance Theatre
- Monitoring the organisation's performance towards its development priorities and targets and updating the business plan and associated policies as required
- Overseeing the production of a repertoire of dance programmes in conjunction with the Artistic Director
- Acting as first point of contact for Arts Council England, Leeds City Council and other key stakeholders
- Managing and supporting the freelance fundraising staff in the development and delivery of the company's ambitious fundraising strategy including contributing to the writing of applications to trusts and foundations where necessary
- Acting as Company Secretary, attending and servicing all board, and sub-committee meetings
- Overseeing and supporting the management of successful tours for the artistic team including: the booking and negotiation of contracts for touring in the UK and abroad
- Negotiating and managing creative contracts
- Responsibility for all personnel issues, policies and HR including negotiating and managing all staff contracts
- Line management of office staff: Marketing & Communications Manager, Technical Manager, Finance Administrator, Personal Assistant to the Directors
- Agreeing budgets with the Heads of the Artistic, Access & Education, Marketing & Communications and Touring & Technical departments
- Managing and implementing ancillary income generation
- Responsibility for all aspects of running the company including lease on current building, health and safety and insurance, lease on stores and equipment
- Overseeing existing and new funding partnerships

ARTISTIC PRODUCTION & TOURING

- In liaison with the Artistic Director to plan and implement the artistic programme and process for the creation of new works and the restaging/revival of existing works
- To raise funds for, and support the delivery of new artistic projects
- Work with the Artistic Director to identify possible partnerships and co-producers for individual productions and create the framework for them to flourish, managing them as appropriate on a project by project basis
- To manage the development and delivery of a touring strategy
- Develop and manage relationships with the annual UK touring circuit

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- Strategic development and management of a regular programme of international engagements

PROJECT MANAGEMENT

- To manage and oversee the delivery of large to small scale artistic projects involving the professional company
- To work closely with the Marketing & Communications Manager and Director of Access & Education to maximise impact and artistic outcomes
- To work with Heads of Department to provide effective monitoring and evaluation and ensure both feed into further planning

THIS JOB DESCRIPTION IS AN OVERVIEW OF THE TYPE OF WORK THE SUCCESSFUL CANDIDATE WILL UNDERTAKE AND IS NOT AN EXHUASTIVE LIST.



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

St Cecilia Street, Quarry Hill, Leeds, LS2 7PA

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PERSON SPECIFICATION

ESSENTIAL

Experience

- Substantial experience (5 years minimum) in a senior leadership role with a track recording of inspiring the teams you manage
- A proven track record in building and maintaining successful partnerships to support new artistic product
- Experience and understanding of a full range of contracts
- Experience in negotiating partnership/co production contracts
- Knowledge and understanding of the arts funding system and infrastructure in the UK
- An understanding of governance and working with a Board

Skills & Ability

- Excellent organisational skills: ability to deal effectively with multiple workload demands
- Sound financial understanding and the ability to manage budgets and cashflow
- Highly efficient administration skills and attention to detail
- Excellent written communication skills with application to report writing, funding proposals and other such documents
- Excellent communication and interpersonal skills with the ability to work with a broad range of people
- High level of computer literacy with particular skills in the Microsoft Office suite of software
- The ability to work as a self-starter and as part of a small team
- Strong ability to represent the company to a broad range of donors and stakeholders and ability to attract new support
- Confidence in building and maintaining relationships with public, private and corporate donors

Attributes

- Creative flair and entrepreneurial spirit with a keen eye for opportunities
- A passion for and commitment to live dance
- Commitment to equality
- Values driven

DESIRABLE

- Experience of tour booking and deal negotiation with venues and other presenters (both UK and international)
- Knowledgeable and passionate about the work of Phoenix Dance Theatre
- Basic understanding of copyright law with regard to performance rights
- Experience of digital distribution of live performance

TERMS & CONDITIONS

Salary: £40,000-£45,000 (per annum)

Contract: Permanent

Reporting to: Board of Trustees

Responsible for: Marketing & Communications Manager, Technical Manager, Finance Administrator and freelance fundraising staff.

Location: Head Office, Phoenix Dance Theatre, St Cecilia Street, Quarry Hill, Leeds, LS2 7PA. This role requires you to oversee a number of tours and projects running simultaneously and may therefore require you to work evenings and weekends as well as travel the UK and internationally.

Hours: 37.5 per week

Probation: Three months