

Recruitment Pack

Access & Education Officer

November 2018

**Background to Phoenix Dance Theatre**

Founded 36 years ago by three young black men in inner city Leeds, Phoenix Dance Theatre has grown from these small beginnings in inner city Leeds to become one of the leading contemporary dance companies in the UK, and is the largest scale, longest established and most high profile contemporary dance company outside of London. The company recently had its continued NPO status confirmed by Arts Council England.

**Sharon Watson** is the seventh Artistic Director of Phoenix, which in 2016 will celebrated its 35th anniversary. A graduate of London School of Contemporary Dance, Sharon worked as a dancer with some outstanding British dance artists such as Michael Clark and Darshan Singh Bhuller prior to joining Phoenix as a dancer in 1989. Sharon remained at Phoenix for nine years where she took on additional roles as teacher and choreographer. She was Artistic Director with her own company *ABCDance* and has undertaken a large number of diverse commissions from the Royal Armouries to Scottish Millennium Festival. Sharon is a fellow of the *Clore Leadership Programme,* Creative Producer of *Arts Beyond Contemporary Dance* and has also served as a Lecturer at Northern School of Contemporary Dance for an extensive part of her career.

# ARTISTICHISTORY

The Phoenix Dance Company was originally formed in 1981 by David Hamilton (Artistic Director), Donald Edwards and Vilmore James. These three young men had their enthusiasm for dance sparked by the tuition they received from teachers: Nadine Senior at Harehills Middle School, and John Auty at Intake High School. In 1981, Nadine went on to found the Northern School of Contemporary Dance, and following her retirement in 2001, was Chair of Phoenix’s Board of Trustees for six years.

Initially, the three members of Phoenix performed work created within the company, mainly in educational settings. However, their fresh approach to contemporary dance won them support amongst audiences and critics on the small-scale and they quickly built a following beyond their home city. By the summer of 1982, Phoenix had danced in London’s Battersea Arts Festival and acquired two other dancers, Merville Jones and Edward Lynch, also from Harehills.

In 1987, Neville Campbell joined Phoenix as Artistic Director, marking a major expansion of the company and its repertoire and bringing in choreographers from outside the company. In the same year, Phoenix moved out of Chapeltown and established a permanent base at Yorkshire Dance in Leeds city centre. Under Campbell’s direction, the company employed female dancers for the first time, increased in size to ten and was very popular with middle-scale venues. Subsequent Artistic Directors were Maggie Morris (1991-96), who developed the company’s overseas touring, and Thea Nerissa Barnes (1997-2000) who safe-guarded Phoenix’s rich repertory history by establishing the first company archive. From 2002-2006, Darshan Singh Bhuller held the post of Artistic Director and commissioned eight new works from established and young choreographers, sourced two existing pieces for company revivals and personally choreographed three new pieces, as well as restaging two of his previous works, including the full-length *Planted Seeds*. Javier De Frutos became Artistic Director of Phoenix Dance Theatre in October 2006 and programmed seminal works by American choreographers, alongside his own work, again attempting to move the company into larger-scale venues.

Phoenix Dance Theatre has grown from its roots in the Chapeltown and Harehills areas of Leeds, to become a well-established international company. In 1996, Phoenix alone represented British dance at the Cultural Olympiad in Atlanta, acting as a cultural ambassador for Britain. In 1997, the company was commissioned to perform before 52 international Heads of State at the opening ceremony of the Commonwealth Heads of Government meeting in Edinburgh. In July 1998, Phoenix was commissioned by the BBC to perform with Ronnie Size at the Windrush Gala concert, which was broadcast nationally. More recently, the company has toured Germany, opened the Galway Arts Festival and performed at the Holland Dance Festival. With the support of the British Council, USA, Phoenix completed a five-week tour of North America in Spring 2006. In Spring 2007 Phoenix was honoured to accept an invitation to close the International Festival of Contemporary Dance at La Biennale di Venezia.

In Phoenix’s long history, the company has worked with a diverse range of choreographers including Phillip Taylor, Shapiro & Smith, Bebe Miller, Dwight Roden, Michael Clark, Mark Baldwin, Rui Horta, Henri Oguike and the late Tom Jobe. Most recently, seminal works choreographed by Jane Dudley and José Limón have been re-constructed and re-staged for the company. Phoenix has worked with musicians and composers including Courtney Pine, Orphy Robinson and Jocelyn Pook and has commissioned music from South Asian Arts UK.

In recognition of the artistic quality of the work produced at Phoenix the company has received numerous nominations and awards including Critics’ Circle National Dance Awards/nominations in 2004, 2006, 2007, 2008 and 2012.

Phoenix Dance has worked on many high profile collaborations including the city wide *Overworlds & Underworlds*, Yorkshire’s Artist Taking the Lead project in 2012. The company’s ambitious co-production, *Ghost Peloton*, produced in association with Scottish public arts charity NVA and Sustrans, was one of the highlights of the Yorkshire Festival which welcomed the Tour de France to Yorkshire in 2014.

**ACCESS & EDUCATION DEPARTMENT AIMS & OBJECTIVES**

To make an identifiable and effective contribution to the overall artistic vision and business goals of Phoenix Dance Theatre.

To contribute to the development and implementation of an education strategy that:

* + Promotes the idea that participation in the arts is an integral and essential part of everyday life for all the community
  + Supports those methods of dance practice that build a bridge of understanding between all cultural and social groupings
  + Develops audiences for the work of Phoenix Dance Theatre
  + Promotes dance as an outlet of physical, creative and intellectual energy for young and old, able and differently-able bodies, beginner to professional practitioner
  + Raises the profile of Phoenix’s practice of contemporary dance nationally and Internationally

# JOB OUTLINE

**JOB TITLE** Access & Education Officer

**DEPARTMENT** Access and Education

**RESPONSIBLE TO** Director of Access and Education

**CONTRACT TYPE: 2 year fixed term.**

**SALARY £18,000 to £20,000 (pro rata)**

**ANNUAL LEAVE** 25 days plus statutory holidays (pro rata)

**HOURS OF WORK** 24 / 30 hours per week excluding breaks.

**MAIN PURPOSE OF THE JOB**

To develop, coordinate and deliver creative workshops and projects in schools and a variety of community settings in Leeds, Yorkshire and in tour areas around the UK. To lead on specific projects as required.

**JOB DESCRIPTION**

Working closely with the Director of Access and Education to:

* To design, schedule and deliver workshops on behalf of the company
* To assist in identifying, planning, coordinating, delivering both new and existing projects
* Through a thorough and effective evaluation of workshops and projects, to ensure that feedback is incorporated into continued planning.
* To assist with the marketing for projects where appropriate and to help publicise the work through local authority contacts, funders, schools and other arts organisations
* To assist in the delivery of community platforms presented in our home theatre.
* To be a bridge between the participants, group leaders/teachers and the company
* To support participants in enabling them to identify future pathways
* To attend departmental meetings, training sessions, performances and other events that may take place outside of normal working hours.
* To actively seek to stay at the forefront of new developments in dance education.
* To contribute ideas for future planning for departmental development and future delivery
* At all times to adhere to the company’s Health and Safety and Child Protection Policies.

**General responsibilities**

To attend occasional staff meetings, training sessions and other events that may take place outside normal working hours.

At all times carry our duties and responsibilities with regard to Phoenix Dance Theatre’s Equal Opportunities, Health and Safety and Child Protection policies.

To be an advocate for Phoenix Dance

**THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.**

# PERSON SPECIFICATION

**Essential skills / experience / qualities:**

* Experienced in dance, ideally vocationally trained or equivalent.
* An ability and genuine passion to deliver workshops in a variety of settings with young people from a wide variety of backgrounds.
* Good partnership skills and the ability to build close working relationships with schools, community groups and other arts organisations
* Excellent communication skills with the ability to draft/write letters, make/receive telephone calls, create and respond to e-mails etc
* IT literate and confident in the use of PC based software such as Microsoft office etc.
* Well organised with a flexible and proactive approach to work and the ability to work to deadlines whilst prioritising a varied workload
* Willingness and ability to work both independently and as part of a team.

**Desirable skills / experience / qualities:**

* Understanding and experience of multi disciplinarily work
* Holder of a full driving license with access to a vehicle.

# Application cover sheet

# (please complete both pages and return with your covering letter & CV)

All sections including the attached equal opportunities monitoring form must be completed by applicants and returned by the deadline along with an up to date CV with full contact details. **Before completing this application cover sheet please ensure that you meet all of the essential criteria listed in the person specification.**

**Post applied for:**

**Personal Details**

NAME:

Do you require a work permit to work in the UK? □ Yes □ No *(tick one)*

If yes, please give details:

Please state the documentation you will provide to demonstrate this (i.e. British passport, birth certificate, EC identity card, that shows authorisation to live and work in UK etc):

*In order to comply with the Asylum and Immigration Act (1996) we must ensure that all new staff have the right to work in UK. Prior to an offer of work, we will require evidence that you have permission to work in the United Kingdom and a copy will be retained. This will be treated as confidential and held under our Data Protection Policy and Confidentiality Policy.*

**References**

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| **Reference 1** | **Reference 2** |
| Name:  Address:  Daytime telephone:  Email:  Job title:  How known to you: | Name:  Address:  Daytime telephone:  Email:  Job title:  How known to you: |

**EQUAL OPPORTUNITIES MONITORING FORM**

**Please fill in the form and return with your completed application. The form will be separated from your application prior to shortlisting and does not form part of the assessment process.** Phoenix Dance Theatre is committed to developing positive policies to promote equal opportunities in employment and to prohibit unlawful or unfair discrimination on any grounds. In order to ensure that these policies are being carried out, and for no other purpose, all applicants are asked to provide this information.

**Role applied for:** Dance Fellowship

**Where did you hear about this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Gender** | | |  | | | Male | | | |  | | Female | | | | |  | |  | | | |
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| **Ethnic Origin** | | |  | | | Black – African | | | |  | | Black - Caribbean | | | | |  | | Black – Other (please state) | | | |
|  | | |  | | | Indian | | | |  | | Pakistani | | | | |  | | Bangladeshi | | | |
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|  | | |  | | | Mixed –  White/Black African | | | |  | | Mixed –  White/Black Caribbean | | | | |  | | Mixed –  White/Asian | | | |
|  | | |  | | | Any other mixed background (Please state) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | |
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| **Age group** | | |  | | | 16-25 | |  | | | 26-34 | | |  | | 35-49 | | | |  | | 50+ |
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| **Disability:** Do you have any long-term physical or mental condition that affects your ability to carry out day-to-day activities. (Advice can be obtained from the Disability Rights Commission 08457 622 633) | | | | | | | | | | | | | | | | | | | | | | |
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| **Are you a carer?** | | | | | | | |  | | | Yes | | |  | | No | | | |  | |  |

*A Carer is someone who has the responsibility for providing or arranging care for someone else who, due to long term illness, disability or old age, is not able to care for him or herself. Young Carers are children and young people who take or share responsibility for the care of another person (Carers Act 1995) Parent Carers are those with responsibility for a child with disabilities. A Carer can be:*

1. *A parent*
2. *A son or daughter*
3. *A brother or sister*
4. *A husband, wife or partner*
5. *A relative, friend or neighbour and is someone who is not paid for the care they provide*