

PHOENIX
DANCE
THEATRE

Phoenix Dance Theatre
Head of Artistic Management
January 2024



Phoenix Dance Theatre is seeking a creative, organised, proactive and empathetic Head of Artistic Management. The successful candidate will manage our company of dancers, working with them to ensure they are able to thrive and perform at their best, and enabling Phoenix to maintain its position as a world-class contemporary dance company.

Working closely with the Artistic Director you will help deliver the company's artistic vision. You will assist the Artistic Director in auditioning and appointing new dancers, managing and delivering class, rehearsals and training, and supporting dancer wellbeing to create a positive working environment for the whole team.

You will work with the Professional Training Manager to support our Junior Dancers and those on professional placement, ensuring that they learn and develop as much as possible during their time with the company. In addition, you will take on specific projects such as the delivery of our open class programme and will launch new initiatives, such as Phoenix Fridays.

This is an exciting opportunity for a highly skilled individual with the drive to work in a creative, integrated and forward-looking charity. We are proud of our heritage as a Black British founded dance company and are particularly keen to receive applications from Black candidates and those from other global majority backgrounds.

Salary: Level 4, £32,000 - £40,000

Hours: 35 hours per week (non-touring weeks). Touring weeks are schedule dependant.

Location: Phoenix Dance Theatre, LS2 7PA (with flexibility for some home working)

Contract type: Permanent

Deadline: Rolling. Applications will be reviewed when received.

We are keen to speak with anyone who would like an informal/confidential chat about the role.

Please feel free to contact Marcus J Willis, Artistic Director:

marcus.j.willis@phoenixdancetheatre.co.uk.

For queries about access, or if you would like this information in an alternative format, please contact Niamh Bell, Operations Assistant (niamh.bell@phoenixdancetheatre.co.uk / 0113 236 8130).



About Phoenix Dance Theatre

A proud history

We are proud of our heritage as a Black British founded dance company born in Leeds. There are few contemporary dance companies that have had the impact Phoenix Dance Theatre has had over its more than 40-year history.

Phoenix is the longest-standing contemporary dance company outside London, one of few mid-scale contemporary dance companies to employ a permanent company of professional dancers, and unique in being co-located with a ballet company.

Local, national & international leaders in dance

We tour nationally and internationally whilst retaining our position as one of the key cultural organisations in Leeds. The company has pushed boundaries and taken risks since its inception and we're not about to stop now.

We believe that great art should be accessible to everyone because it changes lives, and that great art is created through diversity.

We recognise that Black British Caribbean artists and administrators are still underrepresented in the UK dance sector; that people still face barriers to career development and progression because of their ethnicity, gender and class; that work is not sufficiently culturally inclusive; and that audiences do not reflect the diversity of Britain today.

We work each day to be a force for change. We are audacious in our efforts to create opportunities in contemporary dance both on stage and off for those who may otherwise not find a home for their passion, ideas and talent.

We are relentless in our pursuit of quality, equity, engagement and involvement. We strive for our work to be nothing short of extraordinary. We seek to continually defy expectations, as our founders did more than forty years ago.



Building the future of dance

Phoenix Dance Theatre's Learning & Development Team are committed to changing lives through dance. The department delivers over 1,000 workshops each year reaching over 6,500 people with the aim to empower, engage and inspire through exceptional dance provision.

Our provisions range from regular weekly classes as part of our Saturday School and Illuminate Dance programmes, prevocational training in the Phoenix Youth Academies based in Leeds, Doncaster, York, Sheffield Gateshead and Oldham, to bespoke schools' packages working on cross-curricular or performance led projects.

Trustees

Our Board of Trustees is Chaired by Delia Barker. The Board brings a diverse range of experience, knowledge and skills:

Diane Alison-Mitchell
Bobsie Robinson
Louise Katerega
John Nicholls
Pippa Plumtree-Varley

Luella Rebbeck
Lauren Van Zyl
Errol White
Chris Wright

To find out more please visit www.phoenixdancetheatre.co.uk.



Values

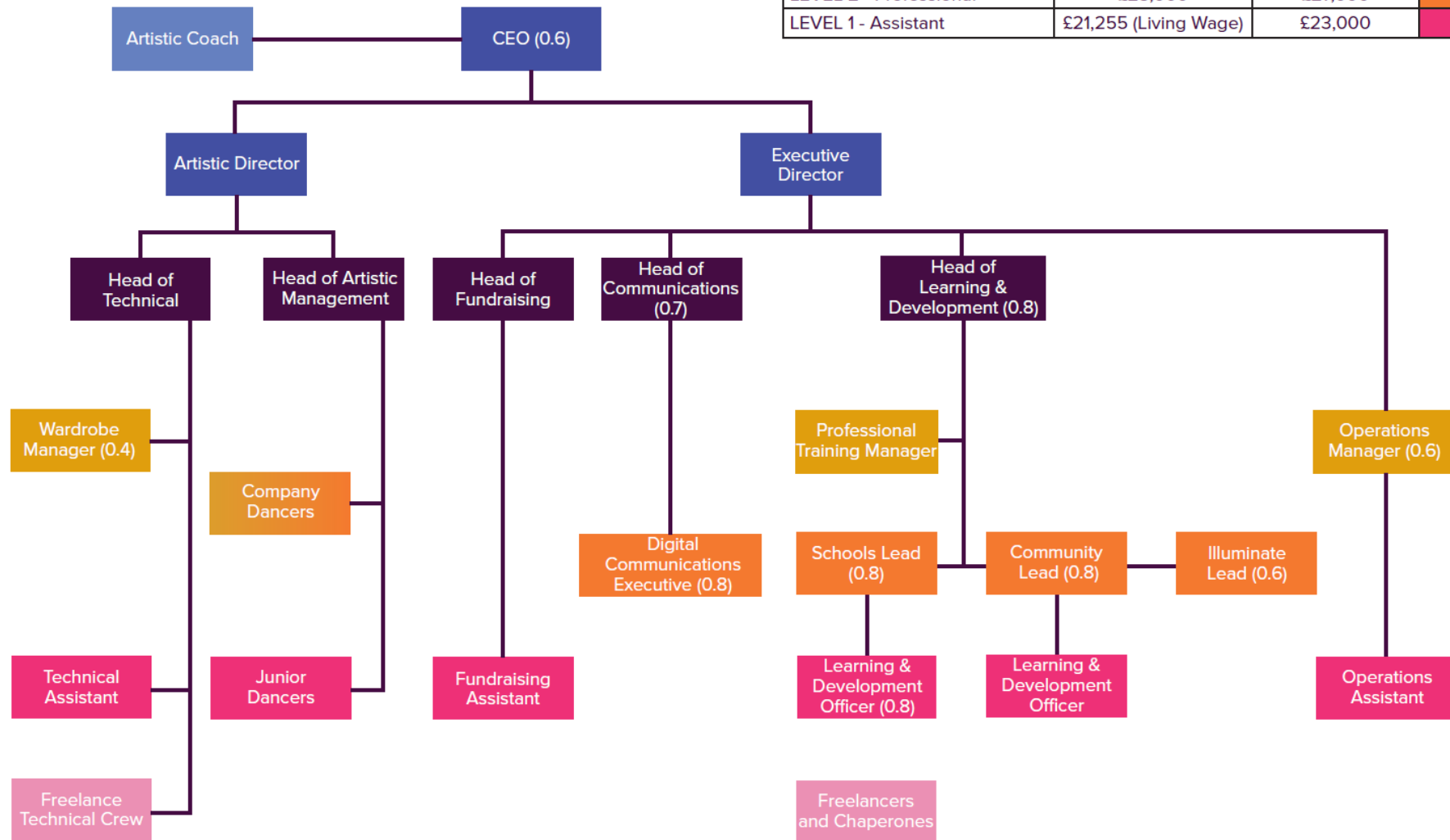
Our values underpin everything we do and help define the culture we actively work to create:

Value	Rationale
Rooted	We are proud of our heritage as a Black British founded dance company born in Leeds. It is from this foundation that we reach further and do more each year.
Representative	We seek to be inclusive in our practice, to provide equity of opportunity for our audiences and communities, and to increase representation of the Black British Caribbean community and other under-represented groups in the contemporary dance sector.
Culturally relevant	We seek to be relevant to audiences, existing and new, and to create work that speaks to the culture, dreams, challenges and aspirations of the communities we engage, involve and represent.
Collaborative	We deepen our audience engagement, expand our creative output and broaden our reach by working side by side with partners across the sector and beyond – locally, nationally and internationally.
Open	We are open and transparent in our communication and engagement, are curious and seek active dialogue with our audiences, communities, and partners. We seek to work in an empathetic way and to promote the health and wellbeing of those we work with. We continually seek to learn and grow.
Leading the way	We are bold on behalf of the people we represent and work with. We use our platform to provide opportunities, advocate, nurture talent, amplify voices, celebrate success, and challenge the status quo. We continue to defy expectations and move the boundaries of what is possible.



Phoenix Dance Theatre organisational structure

Role Type	Start (FTE)	End (FTE)	
LEVEL 5 - Senior Leadership	£40,000+		
LEVEL 4 - Head of Department	£32,000	£40,000	
LEVEL 3 - Manager	£27,000	£32,000	
LEVEL 2 - Professional	£23,000	£27,000	
LEVEL 1 - Assistant	£21,255 (Living Wage)	£23,000	



Phoenix Dance Theatre Head of Artistic Management: Job Description

Job purpose – why do we need you?

Working closely with the Artistic Director you will help deliver the company's artistic vision. You will focus on ensuring that the company's dancers are able to perform at their best – assisting the Artistic Director in auditioning and appointing new dancers, managing class, rehearsals and training, and supporting dancer wellbeing to create a positive working environment for the whole team.

Key internal relationships – who will you be working with?

- Reports to the Artistic Director
- Member of the artistic management team alongside the Head of Technical
- Collaborates closely with other Heads of Department (Head of Communications, Head of Learning & Development and Head of Fundraising)
- Works closely with the Professional Training Manager in relation to professional placements and other professional development opportunities
- Line manages eight company dancers and four junior dancers

Key external relationships – which relationships will you manage?

- Guest teachers and class musicians
- Visiting artists/choreographers
- Visiting dancers/freelance community
- Partner organisations
- Key funders
- Key sector contacts/influencers

Main responsibilities – what will you do day to day?

- Support the Artistic Director to develop annual delivery plans and budgets with personal responsibility for the dancer development budget (to include physio, classes, CPD etc.).
- Develop the rehearsal schedule in line with the annual plan, ensuring all necessary studio bookings and practical arrangements are made.
- Work closely with the Head of Technical to develop touring schedules.
- Arrange for guest teachers to give class and musicians to support as budget allows.
- Work with the Artistic Director to recruit, audition and appoint dancers and junior dancers to the company.
- Support the Artistic Director and external choreographers with casting/double casting.
- Provide exceptional line management to the company and junior dancers, ensuring all staff have annual performance reviews and agreed targets and development plans (including taking on additional responsibility as appropriate).
- Work with the Senior Leadership team to ensure appropriate training and support is in place for the dancers for each new work to identify and address any potentially triggering/ challenging themes or content.
- Arrange physiotherapy appointments as necessary and support dancers in implementing injury prevention and rehabilitation activities/advice.
- Manage the company while on tour, ensuring a high degree of professionalism in line with our values is maintained throughout.
- Work with the Professional Training Manager to support and monitor the performance of placement dancers, ensuring they learn and develop as much as possible during their time with the company.
- Keep choreographic notes on all company creative work to support current delivery and future re-staging of works.

- Take the lead on key initiatives, such as Phoenix Fridays, our open studio programme, and our open class programme.
- Work with the Artistic Director to develop collaborative partnerships with other companies, independent artists and organisations locally, nationally and internationally that help us to broaden our reach and innovate our artform.
- Work closely with Head of Learning & Development to manage the dancers time in delivering education work, including workshops while on tour and at base, lecture demonstrations, and studio visits. Ensure the dancers are provided with the relevant training and support to deliver this.
- Work with the Artistic Director and the Head of Communications to ensure appropriate marketing is put in place to maximise ticket sales and engagement, including facilitating video capture/photo shoots and supporting the dancers to appropriately create and engage with/promote social media content.
- Work with the Head of Communications to manage the coordination and execution of media and digital platform opportunities including interviews and events.
- Work with the Artistic Director and Head of Fundraising to package and pitch our artistic output to potential funders and to help steward relationships with existing funders.
- Work with the Operations Manager to ensure appropriate contracts and agreements are in place for all work.
- Ensure thorough evaluation is undertaken for each project/production and that learning informs future developments and that relevant monitoring data is collated.
- Act as a spokesperson and advocate for Phoenix as required, including securing speaking opportunities at conferences and representing the company at local, regional and national network meetings.



Head of Artistic Management: Person Specification

What are we looking for? – Essential

- Significant experience as a dance artist and of working with professional dancers.
- Knowledge of the day-to-day rigour of professional activities within a rep company.
- Experience in leading professional dance company classes.
- Ability to communicate and engage with empathy and compassion.
- Strong people management skills and a track record in supporting continuing professional development.
- Ability to work collaboratively across an organisation and to build effective working relationships with key stakeholders both internally and externally.
- Ability to manage a complex workload, juggling a range of tasks both in the studio and the office.
- Experience of planning activities/producing schedules.
- Understanding of the UK contemporary dance sector and how it fits within the national and international context.
- Commitment to the vision, mission and values of the company.

What are we looking for? – Desirable

- Experience of managing budgets and producing detailed financial and activity reports.
- Experience of international touring.
- Experience of working in a rep company.
- A demonstrable passion for making an impact for marginalised/minoritised communities.

What are we looking for? – Personal Qualities

- Excellent written and verbal communication skills.
- Excellent time management and organisational skills.
- Excellent interpersonal skills and the ability to work across different departments.
- Ability to work collaboratively as well as independently.
- Excellent attention to detail.
- Demonstrable ability to use initiative and be a team player.
- A 'can-do' attitude and the ability to get stuck in and be flexible.
- Someone who is friendly and approachable.

Terms and conditions of employment

- Level 4, £32,000 - £40,000 (dependent on length of service and annual performance reviews)
- 35 hours per week (non-touring weeks). Touring weeks are schedule dependant.
- To be based at our Quarry Hill HQ in Leeds with flexibility for some home working
- Annual leave entitlement 25 days per annum plus 8 bank holidays
- Part of the workplace pension auto enrolment scheme (following completion of probation period)

Accessibility

Access and facilities available in our building:

- Automatic door at the entrance to the building
- Level access to the foyer and auditorium
- Disabled toilet facilities (alarmed and with help assist)
- We have allocated spaces for wheelchair users available in the auditorium
- There is a hearing induction loop at Reception and in the auditorium
- Braille signs in the building
- Lift access to all floors of the building
- Visual and audio alarm system

For more information see [Access in our building | Northern Ballet](#)

Benefits

As a charity we are limited in the additional benefits we can offer team members, but we strive to make working for Phoenix as rewarding as possible. Current benefits include:

- Time off for volunteering – we offer all employees up to two volunteering days per year (arranged in consultation with your line manager).
- Employee Assistance Programme – we offer all employees access to an Employee Assistance Programme (EAP), delivered by Health Assured, the UK and Ireland's leading wellbeing provider.
- CharlieHR perks – Charlie have partnered up with NextJump to offer their customers Perks. With Perks you'll benefits including exclusive discounts and rewards at over 30,000 brands.
- Company days – regular time together to look at strategy and to have fun (recent activities have included crazy golf, pottery painting and an escape room!).

Key policies

- Parental leave: Statutory Pay.
- Sick pay: During your probationary period your entitlement to sick pay will be limited to Statutory Sick Pay only. Subject to a satisfactory probation period, you will be entitled to Occupational Sick Pay of up to two weeks' full pay (including any entitlement to Statutory Sick Pay) in any 12-month period.

How to apply

Please refer to the person specification and submit:

- A short, written expression of interest (maximum two sides of A4) OR video application of up to 5-minutes in length outlining how you meet the criteria
- Your CV

Please send to: Niamh Bell, Operations Assistant (niamh.bell@phoenixdancetheatre.co.uk). We are accepting applications on a rolling basis and will be reviewed when received.

Please also complete our Equal Opportunities Monitoring form available here – www.phoenixdancetheatre.co.uk/equal-opportunities-monitoring-form. This is for monitoring purposes only and is important for reporting to our funders. It will be detached from your application and the data shared will be treated confidentially.

Data Protection

All applications will be processed in accordance with General Data Protection Regulations (GDPR). The information that you provide as part of your application will be used in the selection process only. All information about you will be securely held and access restricted to colleagues directly involved in dealing with the selection process. Unless you are appointed your data will be kept for 12 months and then destroyed.





Photo credits:

P1 *Requiem*. Photo Tristram Kenton.

P4 Phoenix Youth Academy class. Photo Scott M Salt Photography.

P5 *Harmonica Breakdown*. Photo Foteini Christofilopoulou.

P6 Company Dancers in rehearsal. Photo Point of View Photography.

P8 Phoenix Youth Academy dancer. Photo Scott M Salt Photography.

P11 *After Tears: After a Requiem*. Photo Tristram Kenton.

P13 *Windrush: Movement of the People*. Photo Richard Moran.

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