



*Tavaziva Dance's vision is to make original contemporary African choreography that excites, transforms and enriches people's experience of dance. Through performance, training, learning and participation, we aim to share a culture of creative exchange, opportunity, excellence and innovation.*

## **Job description: Learning and Participation Manager**

**Employed:** 3 days per week

**Salary:** £23,000 pro rata

**Reporting to:** Executive Director and Company Manager

**Line Manager:** Executive Director

**Holiday entitlement:** 25 days plus bank holidays, pro rata

**Office hours:** 10am -6pm. Evening and weekend work may be required during touring periods or to support education projects.

**Location:** Bernie Grant Arts Centre, Enterprise Building, Town Hall Approach Road, London, N15 4RX.

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### **The Role**

The Learning and Participation Manager is responsible for the management and successful delivery of Tavaziva's Learning and Participation Programme.

She/He will develop new and existing partnerships with educational establishments and venues with the aim of enhancing access to, and engagement in Tavaziva's artistic practice and mission.

Tavaziva's existing programmes include: ZIVA Youth Dance, Touring of early-learning production, Post-Graduate Apprenticeship schemes, workshops in schools, workshops and residencies on tour, Dance Lab, as well as bespoke projects and occasional commissions.

### **Project Management**

- To manage and develop ZIVA Youth Dance, our boys programme and oversee and support the Project Leader and Artists. To manage the budget, develop the programme and partnerships and seek out performance opportunities, platforms and festivals for ZIVA.
- To work with the Company Manager to coordinate and seek tour dates for our early-learning production *When King Gogo Met the Chameleon*.
- To plan and implement the delivery of projects and workshops in partnership with venues, community and educational settings, including any commissions that Bawren Tavaziva may receive.

- To allocate, schedule, coordinate and contract the Artists, the Artistic Director and other professionals as necessary, and to mediate between host venue, Artists and Artistic Director and to brief all concerned with relevant and preparatory information.
- To ensure that the company's Child Protection, DBS and Health & Safety policies are up to date and adhered to. And to be the Company's primary named contact for child protection and safeguarding.
- To support the production of learning resources including lesson plans and education packs for sessions and educational projects
- To work with all staff, designers and photographers to effectively recruit participants to projects and events through social media, promotional material and networks.
- To monitor and evaluate projects and to provide all necessary statistics for reports and to collate feedback, film clips and images.
- To aim to deliver Arts Award as part of the ZIVA programme
- To continue to develop relations with Dinnani Cultural Group, our creative partners in Ghana.
- To develop our digital broadcasting programme with Ginicam.

## **Professional Development**

- To work with the Executive Director to develop the Post-graduate Apprenticeship Schemes with The Place, NSCD or other NDA's, and to support the audition process. To provide mentorship and guidance to the Apprentice dancers.
- To work closely with the Executive Director and specialists to implement Artist and Teacher training programmes that support professional development and teaching practice to the highest level.
- Plan and deliver the Dance Lab 2016 programme aimed at graduate dancers.
- To promote, manage and coordinate Company classes, book guest teachers and advertise the classes to the public and manage admission fees
- To supervise occasional work placements and interns, and to progress our relationship with Surrey University and set up a new internship for Sept 2016

## **Funding and Financial management**

- To work with the Company Manager and Executive Director to approve and manage the budgets for the Learning and Participation work.
- To seek funding for the Learning and Participation programme and to raise earned income through the programme.
- To work with the Executive Director on funding applications to Trusts and Foundations or sponsors for the Learning and Participation programme.
- To liaise and maintain excellent relations with funders including John Lyons Charity and Sainsbury's Monument Trusts ensuring they are kept informed as required, and invited to projects or events.
- To negotiate best financial rates with partner organizations and venues for the delivery of work, projects and commissions.



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<http://tavazivadance.com/>

## **Person Specification – Learning & Participation Manager**

### **Essential**

- A degree or equivalent level training in the arts, or arts education
- Knowledge and understanding of the arts sector, preferably in dance or other performing arts
- Experience of working in learning, education or community environments
- Experience in initiating and designing relevant programmes that marry the needs of partnerships and the company's artistic vision
- Experience of raising funds for education projects and cultivating and developing relationships with funders
- Experience of budgeting and managing financial processes
- Excellent management, interpersonal and communication skills
- Highly organized, confident, flexible and with a tactful manner
- Experience of working with Artists
- Practical, hands-on and an enthusiastic approach to getting things done
- Ability to work on own initiative and as a member of a team, looking after own admin and day to day office-keeping
- Ability to work under pressure, meet deadlines and manage multiple priorities
- Computer literate in Word, Excel, Outlook, Power Point

### **Desirable**

- A knowledge and experience of the national curriculum and its requirements
- Managing interns and work placements
- Knowledge of the UK funding climate
- Confident in marketing and social media
- Ability to be ambassador for the company in terms of the arts industry, education networking and funders

### **Special working requirements**

- Occasional evening and weekend work will be required
- Travelling to and from locations around the UK and potentially overseas
- Attending workshops, residences and performances

**To apply:** Please email your CV (not more than 2 pages) and a cover letter (not more than 1 page) describing your relevant experience and what you will bring to the job. Please clearly mark your application LEARNING AND PARTICIPATION MANAGER.

**Send to:** [beth.cinamon@tavazivadance.com](mailto:beth.cinamon@tavazivadance.com)

**Closing date:** 12noon Wednesday 25<sup>th</sup> November 2015

**Notification of interview:** 27<sup>th</sup> November. **Please note that we will only be notifying you if you are offered an interview.**

**Interviews:** Tuesday 1<sup>st</sup> December 2015

**Start date of appointment:** w/o 4<sup>th</sup> January 2016, with a hand-over on 9, 10 & 11<sup>th</sup> December 2015