



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: Administrative Assistant for a fixed term 6-month position Mid-March - beginning Sept 2018.

Appointment:	Part-time, 2.5 days per week, 6 month fixed term contract
Salary:	£18,500pa pro rata payable for the duration of the fixed term period, after which it will cease.
Reporting to:	Company Manager (maternity cover)
Holiday entitlement:	25 days plus bank holidays per year pro rata accrued for the fixed term period
Office hours:	10am-6pm. Evening and weekend work may be required at times. Overtime is not paid but discretionary TOIL is offered.
Location:	bbodance, Ensign House, Battersea Reach Juniper Drive, London SW18 1TA

The Assistant Administrator shall support the Company Manager in the day-to-day running of the Company and its operations in accordance within the aims and objectives of Tavaziva, the logistics of the touring productions and the planned programmes and activities.

During March-April 2018, Tavaziva is touring Izindava to at least 6 venues. Following this, a smaller touring work will tour to a number of festivals. There will also be a range of other projects and associated planning.

Marketing and Communication

- To develop the Company's digital profile and other platforms.
- Arrange the capture of audience feedback through sound recordings and filming to support the company's digital and Social Media activity for marketing use.
- To work with the office team, designers and photographers to continuously promote and market the work of the Company to the highest most impressive standard and to distribute it as widely as possible.
- When required, and in conjunction with the Company Manager, to update and maintain the company's website using WordPress, ensuring it is in date and information is correct.
- To schedule regular posts on Social Media accounts ensuring appropriate messages and timely promotional campaigns are launched.
- Liaise with the dancers to supply marketing material including messages, images and film when needed for social media or other marketing materials.
- To produce and circulate the Company's mail chimp e-newsletters
- To order and manage the company's merchandise including collating sales and posting.

Productions and Touring

- To work independently and with the Executive Director and Learning and Participation Manager to plan the delivery and management of education work, future performances and projects for the company.
- To prepare and book the travel and accommodation arrangements for any touring activity and projects.
- To produce individual tour packs with all necessary information such as train tickets, schedules, memos for the Artists, Artistic Director and the technician in advance of the performances.

Reporting

- To coordinate Board meetings, room bookings and communication about meetings.
- To support staff to monitor, collate and submit the relevant statistics and information required for the Arts Council and to work closely with Executive Director, Artistic Director and Learning and Participation Manager to deliver the business plan as part of the Company's NPO 4 year plan.

Office Management

- Administrative tasks as required.
- To be responsible for the smooth running of office systems and procedures such as filing, photocopying, ordering office supplies, sorting post and data inputting.
- To keep the office tidy and manage the recycling including cartridges.

Start date of appointment: Some handover dates in late February/early March 2018 with start date likely to be Mid-March 2018.

Person specification:

Essential

- Confident in marketing and social media
- An excellent planner
- Excellent interpersonal and communication skills
- Highly organized, confident, flexible and with a tactful manner
- 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

- Knowledge and understanding of the arts sector, preferably in dance or other performing arts
- A good level of training in the arts, or arts education
- Experience of working in learning, education or community environments
- Experience of budgeting and managing financial processes
- Knowledge of the UK funding climate
- Ability to be an ambassador for the company in terms of the arts industry, education networking and funders

Special working requirements

- Occasional evening, overstay and weekend work will be required

- Travelling to and from locations around the UK and potentially overseas
- Attending and writing about workshops, residencies and performances

About Bawren Tavaziva

Bawren Tavaziva was born in a rural village near Masvingo in Zimbabwe. Football, Michael Jackson, New Edition and Kung Fu movies viewed at the local community hall provided inspiration to Bawren and his friends. Bawren's musical talents also developed at this time on a guitar made by his brother from a 5 litre tin can and fishing wire.

At the age of 12 Bawren Tavaziva attended an outreach ballet project with the National Ballet of Zimbabwe at his local community centre. From day one, his determination and talent led him to a life-long passion for dance. He danced with Tumbuka for five years and toured Africa. He came to England to join Phoenix and Union dance and in 2004 he presented his own choreography and music as a finalist at The Place Prize with a deeply moving quintet entitled Umdhlalo Kasisi, in memory of his sister who sadly died of HIV.

After this, Bawren formed his own company and became Artistic Director of Tavaziva Dance. He produced Umdlalo Kasisi 2004, Soul Inspired 2005, Bophelo 2006, Chatsva 2007, Heart of Darkness 2009, Wild Dog 2010, Double Take 2011, Sensual Africa 2012, Greed 2013 and in 2014 celebrated the Company's 10 year anniversary with a national tour of Tavaziva Ten, Africarman 2015 and Izindava 2017.

The Team

Bawren Tavaziva – Artistic Director

Beth Cinamon – Executive Director & Creative Producer

Chloe Seddon – Company Manager (taking maternity leave from June 2017 to September 2018)

Emily Winfield – Company Manager (maternity cover until March 2018)

Kathleen Murphy – Learning & Participation Manager

Current Dancers

Lisa Rowley

Luke Crook

Andy Race

Tom Shale-Coates

Yaa Appiah-Badu

Asmara Cammock (Apprentice)

Nicole Victor (Apprentice)

The Board

Marie McCluskey OBE (Chair)

Colin Bourne

Tina Mermiri

Lydia Scott

Mercy Nabirye

www.tavazivadance.com



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ENGLAND**