



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 Co-ordinator

Employed: 2 days per week

Salary: £23,000 pro rata

Reporting to: Executive Director and Company Manager

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: Tavaziva c/o bbodance, Ensign House, Battersea Reach, Juniper Drive, London, SW18 1TA

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 in reference to the job description and person specific below. Please clearly mark your application LEARNING AND PARTICIPATION CO-ORDINATOR.

Send to: getintouch@tavazivadance.com

Closing date: 9am Monday 7th January 2019

Interviews: Thursday 17th January 2019

You will be notified by Monday 14 January 2019 if you have been selected for interview.

Please note that we will only be notifying you if you are offered an interview.

Start date of appointment: ideally Mid-February

Tavaziva actively encourages people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice. We are particularly keen to hear from people of colour and candidates who self-identify as disabled.

www.tavazivadance.com

The Role

The Learning and Participation Co-ordinator is a member of the staff team responsible for the coordination and successful delivery of Tavaziva's Learning and Participation Programme.

Working with new and existing partners, educational and HE establishments, organisations, stakeholders and venues, you will coordinate and manage a range of exciting projects and activities linked to Tavaziva's strategic plans new production. These include: planning the training and induction of dance workshop leaders to deliver the programmes; the Creative Exchange LABs with Jeroboam Bozeman of Alvin Ailey American Dance Theater; TavIntensive programmes; CAT schemes in partnership with NDA's; developing a dance workshop programme to demonstrate and utilise Motion-Capture and digital technology; overseeing Journeying Between supported by Enable Wandsworth; choreographic residencies and curtain raisers; workshops, talks and classes.

You will work with the Company Manager to support the MA Postgraduate Apprenticeship scheme in association with Northern School of Contemporary Dance.

The role will be supported by the Executive Director and the Company Managers and an Intern (when in post).

Project Management

- To manage and develop Tavaziva's learning programme including planning and implementing projects and workshops in partnership with tour venues, community and education settings, professional classes and youth festivals.
- To extend the reach of Tavaziva's learning programme beyond London. Aiming to deliver and manage TavIntensive in several new areas of the UK (1 in Scotland)
- To allocate, schedule and coordinate 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 Safeguarding, DBS records and Health & Safety policies are adhered to.
- To support the production of learning resources including lesson plans and education packs for sessions and educational projects
- To work with the staff team 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 continue to nurture and develop involvement within the local Wandsworth area, including partnership relationships, projects and commissions from Enable Leisure and Culture

Professional Development

- To work with the Executive Director and Company Managers to support the MA Post-graduate Apprenticeship Schemes with 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 Company Managers and specialists to implement workshop leaders' training programmes that support professional development and teaching practice to the highest level.

- Plan and manage the TavIntensive programme aimed at graduate dancers.
- To supervise occasional work placements and interns, and to progress our relationship with Surrey University and set up a new internship for September 2019

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 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 Enable Leisure and Culture, they are kept informed as required, and invited to projects or events.
- To negotiate best financial rates with partner organisations and venues for the delivery of work, projects and commissions.

Person Specification – Learning & Participation Co-ordinator

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 budgeting and managing financial processes
- Excellent management, interpersonal and communication skills
- Highly organised, 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
- Experience of raising funds for education projects and cultivating and developing relationships with funders
- 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
- Knowledge of Safeguarding procedures
- Arts Award training

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