



*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: Company Manager (maternity cover)**

<b>Appointment:</b>	Full time, 12 month maternity cover contract
<b>Salary:</b>	£28,000 pa pro rata
<b>Reporting to:</b>	Executive Director and Artistic Director
<b>Line Manager:</b>	Executive Director
<b>Holiday entitlement:</b>	25 days plus bank holidays per year
<b>Office hours:</b>	10am-6pm. Evening and weekend work may be required at times. Overtime is not paid but discretionary TOIL is offered.
<b>Location:</b>	bbodance, Ensign House, Battersea Reach Juniper Drive, London SW18 1TA

**To apply:** Please email your recent 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 COMPANY MANAGER.

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

**Closing date:** 5:00pm on Thursday 6<sup>th</sup> April

**Interviews:** Monday 10<sup>th</sup> April (you will be notified on Friday 7<sup>th</sup> April if selected)

**Start date of appointment:** Some handover dates in May with start date early June

Although this is intended as a full time position, Tavaziva is open to hearing from candidates with proposals for part-time working arrangements or with specific expertise suited to delivering areas of the role in a freelance capacity.

**The Company Manager is the first point of contact for all enquiries to the Company and is responsible for 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.**

### **Productions and Touring**

- To be Tour Manager when the Company is on tour with productions and to provide support to the dancers when necessary. You will be responsible for liaising between venue staff and Tavaziva dancers and other staff including Artistic Director, Production Manager, Executive Director and venue staff.
- To work independently and with the Executive Director to seek tour dates, commissions and performance and project opportunities for the company.
- To prepare and book the travel and accommodation arrangements for touring productions and projects.

- To update a tour pack with all necessary information such as train tickets, schedules, memos for the Artists, Artistic Director and the technician in advance of the performances.
- To manage marketing and merchandise materials and floats, and deal with back of house and front of house aspects of the production and personnel matters.
- To book studios and guest teachers for rehearsals, classes and projects, and update a spreadsheet of contacts and charges for future use.

### **Reporting and finance**

- To systematically process and log invoices, petty cash, per diems and other payments and maintain close communication with the Finance Director, providing accurate financial information as necessary.
- To liaise with the Artists, HR advisor and Finance Manager on matters relating to contracts, pensions and holiday pay.
- To closely monitor expenditure and income insuring expenditure does not exceed income and projections are accurately sourced. To work with the Executive Director and Finance Manager for the presentation of budget proposals for approval to the Board or funders.
- 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 develop the business plan as part of the Company's NPO 4 year plan.
- To monitor, update and implement improvements to policy documents in line with legal requirements and good practice, seeking approval from the Board if required.
- To coordinate Board meetings, room bookings, circulation of papers and to take minutes at meetings.

### **Personnel & Office Management**

- To be the first point of contact for the artists and to swiftly deal with any personnel issues or concerns that may arise or need resolving.
- To contract artists and other freelance staff in consultation with the Executive Director & Learning Manager.
- To supervise and line-manage interns, monitor and support their development, set clear objectives, conduct appraisals, agree tasks to be carried out with the Learning and Participation Manager.
- To set meetings and appraisals with the dancers and take minutes.
- To book appointments for artists, including physiotherapy and osteopathy appointments and track expenditure.
- To prepare and brief artists in advance of events, workshops or performances. This may also include confirming: facilities, type of flooring, sound system available, who the First Aid person is.
- 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.
- To delegate extra housekeeping and filing tasks to office interns when necessary.

### **Marketing and Communication**

- To work with the office team, designers and photographers to promote and market the work of the Company to the highest most impressive standard and to distribute it as widely as possible.
- Arrange the capture of audience feedback through sound recordings, filming – to support the company's digital and Social Media activity for marketing use.
- To support the development of the Company's digital profile and such as live streaming Periscope and other platforms.

- 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 – 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 work with the designers to produce new relevant merchandise
- To order and manage the company's merchandise including collating sales and posting.

## **Person specification: Company Manager (maternity cover)**

### **Essential**

- A degree or equivalent level training in administration or arts management
- Experience of effectively managing financial processes
- Knowledge and understanding of the arts sector, preferably in dance or other performing arts
- Experience of tour management and requirements of scheduling
- Excellent management, interpersonal and communication skills
- A confident, flexible and tactful manner
- Experience of managing or 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**

- Managing interns and work placements
- Knowledge of the UK funding climate
- Confident with new technologies and experienced in marketing and Social Media
- Experience of Arts Council England funding system and monitoring requirements

### **Special working requirements**

- Occasional evening, overnights and weekend work will be required
- Travelling to and from locations around the UK and potentially overseas
- Attending 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, in 2014 celebrated the Company's 10 year anniversary with a national tour of Tavaziva Ten and in 2016 produced Africarmen.

### **The Team**

Bawren Tavaziva – Artistic Director

Beth Cinamon – Executive Director & Creative Producer

Chloe Seddon – Company Manager (taking maternity leave from June)

Kathleen Murphy – Learning & Participation Manager

Molly Eyre – Surrey University Intern (until summer 2017)

### **Current Dancers**

Jordan Bridge

Carmine De Amicis

Lisa Rowley

Anna Watkins

Ellen Yilma

Theo Samsworth

### **The Board**

Marie McCluskey OBE (Chair)

Colin Bourne

Tina Mermiri

Davina Mendelson

Lydia Scott

Mercy Nabirye

<http://tavazivadance.com/>



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