



Tavaziva'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 Administrator (2 days per week)

Appointment:	Part-time, 2 days per week
Salary:	Sliding scale depending on experience £24,000-£26,500pa pro rata
Reporting to:	Executive Director and Artistic Director
Line Manager:	Executive Director
Holiday entitlement:	33 including bank holidays per year, pro rata
Office hours:	10am-6pm. Evening and weekend work may be required at times. Overtime is not paid but discretionary TOIL is offered. The Company is willing to consider applications for flexible working.
Location:	bbodance, Ensign House, Battersea Reach Juniper Drive, London SW18 1TA
Deadline:	16 July 2019
Interview dates:	18 & 23 July 2019
Start date:	From mid-August 2019

The Administrator and the Company Manager are the first point of contact for all enquiries and are responsible for the day-to-day running of the Company and its operations, the logistics of the touring productions and the planned programmes and activities.

Whilst you will have specific tasks you are responsible for, you will have an overview of all company operations and assist and support colleagues where necessary.

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.

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 ADMINISTRATOR.

Send to: getintouch@tavazivadance.com

Role and Responsibilities

Reporting and finance

- To process and systematically log invoices, petty cash, per diems and other payments and maintain close communication with the Finance Manager, providing accurate financial information as necessary.
- To provide accurate information to the Artists and to liaise with the Executive Director and Finance Manager on matters relating to contracts, agreements, pensions and holiday pay.
- To closely monitor expenditure and income relating to projects and ensure projections are accurately sourced and calculated.

- To submit the relevant statistics and information required for the Arts Council and to work closely with the Tavaziva team to develop the Business Plan as part of the Company's NPO funding agreement.
- To plan for and provide the necessary documentation as required in our Arts Council NPO funding agreement.
- To support funding applications for trusts and foundations and other public bodies.
- 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 service and coordinate Board meetings, room bookings, circulation of papers and to take accurate minutes at meetings
- To manage and update appropriate insurance, memberships and subscriptions
- To update and submit documents relating to governance including the Charity Commission and Companies House

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 including injuries and wellbeing (shared responsibility)
- To contract Artists and other freelance staff in consultation with the office team.
- To support interns and placement students as required
- To set meetings and appraisals with the Dancers and take minutes.
- To book appointments for Artists, including physiotherapy and osteopathy appointments and track expenditure (shared responsibility)
- 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

Other

- To assist the rest of the Tavaziva team with production and touring where necessary
- To attend performances or workshops where required
- To support the Artistic Director, Executive Director and Company Manager on any other tasks as required

Person specification: Administrator

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 performing arts
- 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

- Experience of tour management and requirements of scheduling
- Managing interns and work placements
- Knowledge of the UK funding climate

- Experience of Arts Council England funding system and monitoring requirements

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, and in 2017 Izindava. The new work BOY'S KHAYA will tour in Feb-May 2020.

The team

Bawren Tavaziva – Artistic Director

Beth Cinamon – Executive Director & Producer

Emily Winfield – Company Manager

Richard Pitt – Learning & Participation Lead and Rehearsal Director

Adina Dumitrascu – Surrey University Intern (from Sept 2019)

The Board

Marie McCluskey OBE (Chair)

Colin Bourne-Collins

Tina Mermiri

Mercy Nabirye

Mykaell Riley

Amanda Saunders

<http://tavazivadance.com/>



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