



Tavaziva is seeking a part-time Company Manager (maternity cover, 3 days a week) starting November 2020

Tavaziva is an acclaimed company touring work by its founder and artistic director, Zimbabwean-born Bawren Tavaziva. The unique style synthesises African, ballet and contemporary dance producing dynamic, risk-taking, beautiful work.

Working in a small and busy team, 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 its operations and the logistics of the touring productions and planned programmes and activities.

Tavaziva is planning new works and next year will tour a new production as well as delivering a range of learning and participation programmes.

If you are a highly organised arts manager with initiative and a systematic approach to running a small and adventurous dance company, we want to hear from you.

Appointment:	Part time 3 days a week maternity cover contract
Salary:	£32,000 pa pro rata
Reporting to:	Executive Director and Artistic Director
Line Manager:	Executive Director
Holiday entitlement:	20 days per year (inc bank holidays)
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

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 COMPANY MANAGER.

Send to: getintouch@tavazivadance.com

Closing date: 12:00 noon on Friday 18 September 2020

You will be notified by Monday 21 September 2020 if you have been selected for interview.

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

Interviews: via Zoom Friday 25 September 2020

Start date of appointment: Some handover dates in November with ideal start date Monday 16 November 2020.

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.

Job Description: p/t Company Manager (maternity cover)

Productions and Touring

- To be Tour Manager when the Company is on tour with productions and special projects 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 work with the Executive Director in planning and budgeting for productions and special projects.
- To prepare and book the travel and accommodation arrangements for touring productions and projects.
- To update a information and/or tour packs with all necessary information such as train tickets, schedules, memos for the Artists, Artistic Director and the production team 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 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 Executive Director, Artists 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 Lead to develop the business plan as part of the Company's NPO 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 and Participation Lead.
- 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 Lead.
- 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 and participant 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.
- 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: p/t 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
- First aid trained

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 grew up 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 and in the same year won a fellowship with Dance of the African Diaspora's Trailblazer programme. He went on to produce further works for his own company, *Soul Inspired* 2005, *Bophelo* 2006, *Chatsva* 2007, *Heart of Darkness* 2009, *Wild Dog* 2010, *Double Take* 2011, *Sensual Africa* 2012, *Greed* 2013, *Tavaziva Ten* 2014, *Africarmen* 2015, *Izindava* 2017. Bawren has embarked on various research trips to Africa, most recently visiting Ethiopia in 2016 to explore the spiritual and cultural heritage of the Rastafarian movement.

In 2017 Bawren was commissioned by Rambert to research new dance work *Mud Child*, working with Polka Theatre's Artistic Director Pete Glanville and In 2018 Bawren choreographed *Ending the Silence* by Euton Daley MBE and was a Shona Dance Consultant for the Young Vic's striking production *The Convert*.

Bawren's latest work *BOYS KHAYA* is currently in R&D, working with digital partners Green Hippo, Noitom and Notch to explore Motion Capture technology.

A Phenomenal piece of contemporary dance...nothing short of explosive'
THE STAGE, Tavaziva Ten

The team

Bawren Tavaziva – Artistic Director

Beth Cinamon – Executive Director & Creative Producer

Emily Winfield – Company Manager (taking maternity leave from November)

Richard Pitt – Learning & Participation Lead

Jan Hart – Finance Manager (remote)

The Board

Marie McCluskey OBE (Chair)

Mercy Nabirye (deputy Chair)

Colin Bourne Collins

Tina Mermiri

Amanda Saunders

Mykaell Riley

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