

## **Assistant Manager - Education & Development Team**

### **An opportunity to join us**

We are looking for an Assistant Manager who is dynamic, confident, outgoing and committed to delivering a high standard of work to our customers and partners. We are looking for someone friendly and efficient to assist our Education Team with their wide-ranging work, partnerships and events.

### **About Swindon Dance:**

We believe in 'enriching lives through dance' that it is through opportunities to participate in and see inspirational high-quality dance that people will enjoy the richness of art and culture in their lives.

Swindon Dance began in 1979, it is a registered charity, an Arts Council England National Portfolio Organisation and runs one of only nine Government Centres for Advanced Training (a national coaching programme for young talented dancers). It has developed a national reputation as an organisation that specialises in talent development, artist support, show-casing and personal enrichment locally, nationally, and internationally.

We provide opportunities to learn how to create and perform dance. We take dance out into schools and into the community, working in areas of high disadvantage and low engagement. We give guidance and support to young talented dancers and professional artists, show-casing professional and non-professional works. We are a centre of excellence in talent development and Street Dance running an internationally recognised 5-day Street Dance Festival each year. For many, dance is a social and fun way to improve their health and well-being whilst for others, Swindon Dance is the first stage into a career in dance and to being part of the changing face of the UK's evolving arts industry.

To find out more about what we do visit our website - [Swindon Dance](https://www.swindondance.org.uk)

### **About you:**

We know that sometimes people can be put off applying for a job if they think they can't tick every box, well we welcome the whole person, we understand that each of us brings our experiences, our backgrounds, and our own unique lens to what we do. We believe our work will be stronger with greater diversity and welcome applications from those who will bring something different to this role and who wish to make a difference.

We are interested in both your professional and personal experiences. You could be exactly what we need. You may not have worked in a cultural organisation before, or in an organisation like Swindon Dance. Perhaps you have worked in music, fashion, design, or in technology – these are all very transferable contexts. If you would like support to think about how your experience is transferable to this role, you can book time with one of our team to have an informal chat. Please email Sarah Fletcher at

[Sarah.Fletcher@swindondance.org.uk](mailto:Sarah.Fletcher@swindondance.org.uk)

**About the role:**

As the Assistant Manager for our Education & Development Team, you will be pivotal to the smooth running of this department, supporting and managing the coordinator and a team of freelance artists and practitioners whilst assisting the Programme Manager with the strategic planning, financial management and the development, delivery and monitoring of the teams aims and objectives.

You will be responsible for the day-to-day administration, dealing with enquiries and being in contact with the team's customers, visitors and staff in person, by telephone and/or online. Planning and managing the implementation of the departments' activities, projects, and its community performances. Data collation, evaluation and monitoring of activities and marketing and communication.

You will also be responsible for appointing freelance artists and practitioners ensuring that teaching and artistic delivery standards are maintained that all tutors have an up-to-date DBS (Disclosure and Barring Service) and adhere to Swindon Dance policies and procedures.

You will represent Swindon Dance at local and regional meetings and assist with duty management during term time and for special events. Duty management responsibilities are organised on a rota basis and include the unlocking and locking of our building.

**Skills and Credentials we are looking for:**

Someone with a real eye for detail, who is dynamic and can work efficiently, think on their feet, has a good rapport with customers and students, making them feel welcome.

Someone with experience of working as part of a multi-purpose dance and culture organisation working with people from many diverse backgrounds, of different ages and abilities from those enjoying dance as a social, fitness and well-being activity to supporting talent development and professional artists locally, nationally, and international.

Communication skills are also important, to communicate with our corporate partners, staff members, service providers and our users. To communicate with our varied customers and visitors using language that can be easily understood and acted upon. You should feel able to communicate with children and adults from diverse cultures and different backgrounds, putting them at ease, whilst dealing with their requirements and any challenges they may be facing in a warm yet professional manor.

This role operates in a creative environment where innovative ideas and approaches are discussed. You will need to be comfortable with some uncertainty and challenges in your work.

**Preferred professional and personal specifications for the role:**

We are looking for our new team member to,

- Have an interest in dance and art and a commitment to the ethos and beliefs of Swindon Dance.
- Have experience of working in a busy arts, entertainment, or leisure environment, be able to 'juggle' different things and get on with a wide range of people.
- Have knowledge and appreciation of different dance styles and working with a wide range of people with different backgrounds and abilities including people with learning and physical disabilities.

- Have experience of managing various activities, events and performances for children, young people and adults including those with health and welfare issues, disabilities and learning difficulties.
- Have good project management and administrative skills that includes excellent time management, planning, verbal and written communication, and experience in IT.
- Have experience of Managing staff and working within a team, including duty management, risk assessment, safeguarding and other appropriate procedures.
- Have a proficient level of general education.
- Have knowledge of marketing and communications, financial management, and data collection to inform decision making.

**Other important information:**

We are looking for someone to start ideally mid-February 2022 working part-time (3-days / 22.5 hours per week). We run a flexible working policy where there is some flexibility to work these hours over 3-4 days. Core working days can be discussed.

Due to the nature of the work at Swindon Dance, there will be times when you will be required to work on a different day, at a weekend or during a special event or performance in our theatre.

The salary range is between £21,000-£24,999 per annum pro rata.

For further information and to apply follow the link to our website jobs and opportunities page <https://www.swindondance.org.uk/about-us/opportunities/>

OR contact:

Sarah Fletcher, Programme Manager, Education & Development Team, 01793 601700 / [sarah.fletcher@swindondance.org.uk](mailto:sarah.fletcher@swindondance.org.uk)

Closing date for applications is **5:00 p.m. Friday 14th January 2022**  
Interviews - week of **17th January 2022**

We celebrate diversity and know that it is critical to our success. We are working hard to make sure we are inclusive. So, if you are great at what you do and share our values, we want to hear from you. Let us know if you need any adjustments made to the application or selection process so you can do your best. We will be happy to help.

**All job offers are subject to good references and an Enhanced DBS (Disclosure and Barring Service).**

**Swindon Dance is committed to the application of equal opportunities principles in all its practices regarding the recruitment of staff.**

**Swindon Dance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**