



Job Vacancy: Director of Candoco's Youth Dance Programme

Part-time, 16-hours/2-days per week, FTC for 12-months (*with the possibility of extension*)

£30,000 per annum (pro-rata)

Thank you for your interest in joining Candoco Dance Company.

We are looking for an engaging and experienced dance practitioner to lead our newly re-launched youth dance programme.

This is a really exciting time for the company. We are about to open *The Lost Thing*, a musical reimagining of the popular book by Shaun Tan in a co-production with the Royal Opera House; and in Spring 2020 will be performing our repertoire in Poland, Taiwan and New York as well as dates in the UK. The adventure continues as we work towards our 30th anniversary in 2021...

Candoco is made by the people we work with – our staff, our dancers and our artists; and we are thrilled that you are interested in joining our team.

We want to work with people with different experiences, skills and stories, as this is how we continue to learn, grow and thrive. We recognise the lack of representation with regards to race, ethnicity and disability in the arts and strive to be part of the solution.

We strongly welcome applications from those with lived experience of disability and guarantee an interview to applicants identifying as D/deaf or disabled that meet the essential criteria in the person specification. We are open to proposals of how this role might be fulfilled, if the proposed structure presents barriers to any applicant.

For us; the most important thing is to understand how you want to make a positive impact on our team and help us expand perceptions of what dance can be, and who can do it.

We look forward to hearing from you.

The Candoco Team

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YOUTH DANCE PROGRAMME AT CANDOCO

Candoco's Youth Dance programme (formerly known as Cando2) has been a flagship part of Candoco's learning activity for nearly two decades; reaching hundreds of disabled and non-disabled young dancers aged 13 – 25, offering rich and rigorous dance experiences, increasing confidence, developing dance skills and nurturing creative potential, through weekly dance classes.

Following a recent review, we are excited to launch the next phase of its development by introducing two distinct but connected strands:

- **Youth Dance Class, Tuesday evenings, The Place**
This weekly, open-access class (during term time) meets to practice, learn and enjoy contemporary dance. We will explore different creative practices and dance techniques, including improvisation, composition and the art of making dance together. The focus of the group is to connect and communicate through dance.
- **Candoco Youth Dance Company, Saturday mornings, location tbc**
This new, auditioned, youth company will meet on weekends for focused technical training in a range of contemporary dance styles. We are expecting to introduce the programme with a series of taster sessions in the Summer term 2020, with a launch in Autumn 2020.

Candoco Youth Dance Company responds to a lack of development opportunities and progression routes into dance training for disabled young people. The group will take creative inspiration from leading artists in the field, and involve making and performance experience, all within an inclusive and supportive learning environment. The group will provide individualised pathways into further education or towards a career in dance, if desired.

Both strands are united by their aim to:

- Celebrate each individual and their collective identity as a group or company in an inclusive, artistically-driven dance context
- Recognise and develop the breadth and variety of skills and artistic experiences that being a dancer can involve
- Encourage individuals to explore their own physicality in order to develop their creative voice and physical potential

Each group will be led by an experienced and highly skilled artistic team, with expertise in inclusive dance practice. Teaching artists will use a variety of methodologies, learning styles and entry points to meet individual need and maximise potential.

The newly appointed Director of Candoco's Youth Dance Programme will oversee both strands and will be instrumental in the recruitment of the teaching team.

JOB DESCRIPTION: DIRECTOR OF CANDOCO'S YOUTH DANCE PROGRAMME

Reports to: Artistic Co-Director

Responsible for: Candoco's Youth Dance team of teaching artists and creative assistants

Key working relationships: Artistic Co-Director, Senior Producer, Creative Learning Producer

Scope of post:

The Director of Candoco's Youth Dance Programme will work with the Artistic Co-Director, Senior Producer and Creative Learning Producer to develop the vision for Candoco's Youth Dance programme, ensuring that this flagship activity is fully integrated into Candoco's wider vision for learning and fits holistically with the artistic mission of the company. They will be responsible for shaping the curriculum for the Youth Dance classes, the programme development of Candoco Youth Dance Company and will be responsible for the delivery of the programme and line-management of the Youth Dance team. They will also manage relationships with partner venues, parents and participants.

Key areas of responsibility:

Programme development & delivery

- To steer all vision and curriculum in collaboration with the Artistic Co-Director, Senior Producer and Creative Learning Producer
- To coordinate Candoco's Youth Dance programme's Artistic Team, practically and artistically; facilitate planning and evaluation of classes
- To work alongside Candoco's Artistic Co-Director, Senior Producer and Creative Learning Producer to understand wider company activity and to make links for content and staffing opportunities with each programme's curriculum (where possible)
- To identify and coordinate performance opportunities for the company
- To suggest and coordinate guest artists and special projects for both strands of the programme
- To attend all weekly sessions (Tuesday class and Saturday group), to oversee the smooth running and artistic integrity of each session, and to track participants progress
- To monitor the progression of each Youth Dance participant; including annual tutorials with participants, to offer mentoring and guidance on their individual development
- To lead and develop our partnerships with host organisations
- To create and deliver specific recruitment strategies for Candoco's Youth Dance programme in collaboration with Creative Learning Producer and Senior Producer

Communications

- To ensure that the Youth Dance programme is integrated into the wider work of Candoco, through regular communications with the Artistic Co-Director, Senior Producer and Creative Learning Producer, as well as the wider Candoco team.
- To lead twice termly meetings with Candoco's Youth Dance team

- To lead all communication with parents (via phone, email and in person at the weekly sessions) so as to keep channels clear and undiluted and to enable the Youth Dance team to concentrate on the artistic work within each session
- To act as the point of emergency contact for the team, participants and parents
- To ensure that the Youth Dance programme is a visible and tangible part of Candoco's activity; promoting its work internally and externally by acting as an advocate for the programme

Administration

- To line manage the Youth Dance programme team (teaching artists, creative assistants)
- To contract all Youth Dance programme team and guest artists
- To plan and schedule all staffing for weekly and termly sessions
- To create info packs, termly letters, registers, emergency contact sheets
- To manage the Youth Dance programme budget; reporting to the Senior Producer and Head of Finance
- To coordinate payments from parents, invoices to host organisations

This job description is a guide to the nature of the work required of the Director of Candoco's Youth Dance Programme. It is not wholly comprehensive or restrictive; duties and responsibilities will be determined by the Artistic Co-Director and maybe varied in consultation with post-holder.

Candidate Profile

Essential Criteria:

- Substantial experience as a contemporary dance artist, teacher and facilitator
- An understanding of and commitment to the principles of inclusive ways of working and equal opportunities
- Experience of working creatively with young people with a range of access needs
- A track record in delivering successful projects with a diverse range of groups from development and implementation to evaluation
- Excellent communication skills and ability to establish rapport and positive working relationships with a wide range of individuals and organisations
- Commitment to working collaboratively within a small team
- Good time management and organisational skills
- Excellent attention to detail

Desirable Criteria:

- Awareness of good practice in Child Protection and Safeguarding of young people and vulnerable adults
- Computer literacy and administrative skills
- Experience of managing and monitoring budgets
- Experience of (self-) producing
- Experience of supporting artists and leading creative teams to deliver projects

Terms & Conditions

This is a part-time role (16-hours per week) from March 2020 for a fixed-term contract of 12-months, with plans to extend the role beyond the initial contract period.

Core hours will be delivered during term-time (30-weeks per year), with some working hours taking place during school holidays for planning sessions and

administration. The Director of Candoco's Youth Dance Programme will be expected to regularly attend teaching sessions on Tuesday evenings (6-8pm) and Saturday mornings (time and location tbc). Flexible working outside of these requirements will be considered.

Tax and National Insurance will be deducted from the post holder's salary at source.

Overtime is not paid, but Time Off In Lieu (TOIL) can be taken by agreement.

The post-holder will be subject to a full DBS check.

Salary

£30,000 per annum, pro-rata.

Pension

Candoco makes a 5% employer's contribution into a Qualifying Pension Workplace Scheme whilst Employees make a balancing payment of up to 3% (at present). Employees are able to opt out of this additional payment, or to increase their personal contributions, should they wish.

Working locations

The post holder will primarily be based at the company's office at 2T Leroy House, Essex Road, Islington. They will also attend classes at The Place (17 Duke's Rd, Kings Cross, London WC1H 9PY) and at a second location, to be confirmed.

Annual leave

10 days per-year (pro-rata equivalent of 25 days per year) plus public holidays. It is expected that leave entitlement be taken outside of teaching terms, unless specifically agreed.

Candoco is an equal opportunities employer. We strongly welcome applications from D/deaf or disabled and BAME applicants. Any applicant who identifies as D/deaf or disabled and meets the essential criteria of the person specification will be invited to interview.

Please contact Natasha Wort on natasha@candoco.co.uk, if you require reasonable adjustments to any part of the application process.

HOW TO APPLY:

Please send your completed application form to Natasha Wort at natasha@candoco.co.uk and confirm completion of the online equal opportunities monitoring form below:

https://docs.google.com/forms/d/e/1FAIpQLSdiKVLS7HqSvtz55QNIhiNq1T6MgvHVNQXzWF9vC8kc_QYM-A/viewform

The deadline for applications is Thursday 2nd January at midday. First round interviews will take place in w/c 27th January.

If you have any questions or would like to have an impartial chat about the role, please contact Ellie Douglas-Allan on ellie@candoco.co.uk or 020 7704 6845.