**Job Vacancy: Rehearsal Director**

**0.7 fixed-term contract (36 working weeks) - January to December 2022**

**£34,000 per annum (£23,800 pro rata)**

Thank you for your interest in joining Candoco Dance Company.

Candoco Dance Company is a world-leading dance company of disabled and non-disabled dancers. Bridging the mainstream and the experimental, our bold approach and powerful collaborations create distinctive performances and far-reaching learning experiences. We celebrate different ways of seeing, of being and of making art, putting us at the forefront of conversation around dance and disability.

We are thrilled to be back on tour, performing across the UK and Internationally. We have dates coming up in Sweden, Poland, Warwick and London. Our current repertoire includes a re-staging of Trisha Brown’s seminal work *Set and Reset / Reset* and a new piece, *Last Shelter,* by New-York based choreographer Jeanine Durning. As part of our 30th Anniversary celebrations across 2021 and 2022 we will also be premiering a new dance film by Jo Bannon, launching our new Candoco Youth Dance Company and celebrating Candoco’s history of expanding what dance can be and who can do it.

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, continue to grow and continue to thrive.  The person specification in this job description will give you a picture of what we need but please don’t be put off if there are some areas in which you don’t have as much experience. The most important thing to show us in your application is how you want to make a positive impact on our team and help us in our mission to continue expanding perceptions.

Candoco is an equal opportunities employer.We welcome applications from all sectors of the community and are particularly keen to hear from D/deaf and disabled people. Any applicant who identifies as d/Deaf or disabled and meets the criteria of the person specification will be invited to interview.

We look forward to hearing from you.

The Candoco Team

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**JOB DESCRIPTION: REHEARSAL DIRECTOR**

**Reports to:** Artistic Director

**Responsible for:** Dancers, Studio Placements

**Key Relationships:** Artistic Director, Producer, Sign Language Interpreters, Communications, People & Culture Lead

**Scope of role**

The Rehearsal Director works with the Dancers in the studio and on tour to support the development of artistic work, company practice and maintaining the integrity of our current repertoire. The Rehearsal Director is essential in supporting the vision of the Artistic Director and relationship between the Artistic Director and Dancers. They also play a key role in creating and maintaining relationships between the studio and office team.

**Key responsibilities: Rehearsal Director**

**Studio and Rehearsals**

* To work with the Artistic Director and Dancers to maintain the integrity and performance standard of the current repertory in the studio and on tour
* To direct daily rehearsals in the studio and identify appropriate training activity in line with the demands of the current repertoire
* To manage the studio budget for company class and training
* To supports guest choreographers and dancers through choreographic research periods
* To record and document the creation of new work, to support the maintenance and development of the work on tour
* To keep the Artistic Director informed of studio activity and the well-being of the dancers and guests and to support the line-management of the dancers
* To work with the Artistic Director and staff team to shape a culture of best practice / wellbeing in the studio and on tour.
* To work with the Artistic Director and Producer to develop weekly schedules, co-ordinate regular company meetings and ensure that the dancers are well briefed about contract weeks, creative processes, work timetables and company plans
* To support the dancers to adhere to any Covid-19 guidelines and to discuss adaptations, gaps and developments with the AD and Producer
* To support and contribute to company auditions
* To line manage any Studio Placements, including our MA student from Northern School of Contemporary Dance

**Touring**

* To tour extensively with the company, working with the company’s Production Manager on performance days to ensure the company’s work is presented at its best on tour
* To ensure dancers and touring personnel are aware of call times and working schedules
* To participate in post-show discussions and Q&A sessions, and to agree with dancers who will be involved in these events
* To ensure the smooth running of tours, working closely with the company’s Production Manager and Producer
* To work with the Production Manager, to ensure the health and safety of all company members whilst on tour
* In the absence of the Artistic Director and/or Producer on tour, to act as the company representative, liaising with festival and venue staff as appropriate to ensure company visits are successful for everyone involved
* To work with the Learning Artist Producer to arrange and lead workshops and Learning activity on tour

**Marketing & Communications**

* To attend press calls and participate in scheduled marketing activity; this may include social media activity and contributions to online blogs
* To support the Communications team and Producer to arrange press interviews, and facilitate suitable photography and filming requests during rehearsals and touring

**Tour Administration**

* To act as the emergency point of contact for dancers and touring personnel
* In conjunction with the Producer; to distribute per diems as per contract terms and keep an on-tour petty cash float and provide financial reconciliation and receipt handover post performances
* In conjunction with the Producer, to support tour logistics such as travel and taxi bookings to and between hotels and venues, restaurant bookings and recommendations, and general pastoral care of the dancers and touring personnel

**Joint Team Responsibilities**

* Act as an advocate for Candoco Dance Company at all times
* To abide by the joint team responsibilities as outlined in the staff handbook
* To give due consideration to Equal Opportunities in all aspects of work, e.g. access for disabled people, fair recruitment procedures
* To ensure good working practices in all aspects of the company’s work furthering its stated policies and working within the Company’s guidelines
* To give due consideration to Environmental Sustainability in all aspects of work, e.g. ensuring minimum waste, using appropriate transport

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed as required.

**Person Specification**

**Skills & experience**

* Experience as a Rehearsal Director in a dance company or repertoire company setting
* Experience of inclusive dance in professional and participatory settings, as facilitator and artist
* Experience of UK and International touring
* Experience of a range of dance styles and diverse repertoire
* Experience of supporting artists, choreographers and creative teams in creating and delivering work
* Experience of managing and developing dancers and artists
* Good communication skills
* Good organisational skills

**Knowledge & behaviours**

* Open to different ways of communicating and new ways of thinking about practice
* Positive and warm attitude and an ability to respond sensitively and flexibly to different working dynamics
* A commitment to the principles of inclusive ways of working and equal opportunities
* An enthusiasm for supporting and developing the careers of emerging and professional dance artists

**Terms and conditions**

Working hours: 0.7 / 36 weeks / 1352 hours, worked flexibly as required

Annual leave: 17.5 days (pro-rata) plus public holidays

**Terms and conditions**

Contract typeThis is 0.7, fixed-term post until December 2022. This equates to 36 weeks per annum, worked flexibly in accordance with the company dancer schedule and company needs. When working in the studio, regular rehearsal hours are Monday to Friday 10am – 6pm. When on tour or in production, working hours may vary. Overtime is not paid, but Time Off In Lieu (TOIL) can be taken by agreement. Tax and national insurance will be deducted from the post holder’s salary at source.

*Note: we are open to discussing this role being taken on as a freelance post for 36 weeks.*

Annual salary £34,000 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 work from the rehearsal studio and company base at Mountview, Peckham Hill Street, London, SE15 5JT and such other rehearsal or performance venues as may be required given the touring nature of the company.

Annual leave 25 days plus public holidays (pro-rata allocation is 17.5 days per annum plus public holidays)

Probationary period Appointment will be subject to a two-month probationary period.

**HOW TO APPLY**

Please send a current CV (or other record of your experience) and supporting statement to [angie@candoco.co.uk](mailto:angie@candoco.co.uk).

Supporting statements should be max 2 A4 pages if written, or up to 5 minutes in video or audio note, and should outline:

* why you are excited to work with Candoco
* how you meet the skills, experience and behaviours outlined in the job description

We also ask that you complete an Equal Opportunities monitoring form found [here](https://docs.google.com/forms/d/e/1FAIpQLSe72kjI9jPC6fb_CSozEgI0OFl2V2ukxGQwGIITB3zlSISK_g/viewform?usp=sf_link).

Please submit applications by email to [angie@candoco.co.uk](mailto:angie@candoco.co.uk) by **5pm on Friday 3 December 2021.**

We will be holding a day of interviews on **Wednesday 8 and Thursday 9 December**. During the interview process, we will ask you to lead a short session / class with members of the dance company.

*Please contact Angie Goddard on angie@candoco.co.uk, if you require reasonable adjustments to any part of the application process.*