

# ROYAL ACADEMY OF DANCE

## Job Description

<b>Job title</b>	Community Artistic Coordinator
<b>Directorate</b>	Artistic
<b>Department purpose</b>	<p>Young people and their personal development are the main focus of our activities. We aim to improve the life of young people through a connection to dance that empowers them to be their best.</p> <p>Through a diverse and inclusive programme of weekly classes, workshops and performance opportunities, working with mainstream and SEN schools across London and Essex, Step into Dance aims to reach those that might not otherwise connect with dance and to deliver positive physical and mental health benefits.</p> <p>Step into Dance offers thousands of young people a space in which they can grow as dance performers, artists and leaders. We will constantly question and evaluate the way we work, offer engaging activities that build young people's understanding of dance and encourage personal skills such as self-confidence, teamwork, self-motivation and the ability to evaluate choices.</p> <p>Step into Dance is delivered by the Royal Academy of Dance (RAD) and made possible through a partnership with the Jack Petchey Foundation (JPF).</p> <p>Student Activities aim is to broaden opportunities and accessibility for students and teachers around the world to access diverse, engaging, instructive and dance experiences with the RAD.</p>
<b>Job purpose</b>	Working closely with the Artistic Director and collaboratively with the wider team, develop, co-ordinate and improve Step into Dance and Student Activities' offerings with a focus on developing the artistic

resources to deliver cohesive and effective programmes that best serve the needs of the participants.

<b>Department Head</b>	Artistic Director
<b>Contract type</b>	Fixed Term Contract ending on 31 July 2022 Fixed Term Contract period to be reviewed at the end of the fixed term period considering key factors such as funding and status of project work.
<b>Normal Working hours/days</b>	Monday – Friday 34.5 hours per week Will require flexibility to work evenings and weekends as per the needs of the programme.

### **Main Objectives**

Work with the Artistic Director to quality assure the standard of teaching and programming for Step into Dance. Assuring that the programme fulfils the joint vision of the JPF and the RAD as an inclusive community based dance offering.

Work with the Artistic Director to quality assure the standard of teaching and programming for Student Activities programmes.

Recruit, select, train and advise independent contractor teachers for all community engagement activities for Step into Dance and RAD.

Advise the Artistic Director on artistic ideas and content for all programmes.

Create connections and build relationships and partnerships between the RAD, JPF, and our key communities and supporters. Connecting the RAD and Step into Dance, with schools, other JPF programmes, the wider public, other providers of dance activities, and the profession to enhance the provisions, quality, and reach of our programmes.

Connect programs, resources and constituents across all RAD programming.

### **Responsibilities**

#### **Quality Assurance**

Understand, and ensure that all offerings adhere to our Mission and Value statements and our safeguarding and EDI policies

Regularly visit schools and other locations that are involved in our programmes to assess the quality of teaching and class provision, offering advice, feedback and support to teachers and schools, as necessary.

During these visits build strong working relationships with each school and/or partner, and effectively problem solve any issues that may arise.

Interaction with teachers and/or students is encouraged to monitor the effectiveness of the programmes.

A written record should be kept of all observations, and recommendations for any improvements should be made to the SiD team, Student Activities team or Artistic Director.

### **Appointment, Training and Support of Dance Teachers/Practitioners**

Solicit applicants, evaluate, select and mentor dance teachers/practitioners to become successful independent contractor teachers/practitioners for our programmes.

Ensure Step into Dance independent contractor teachers/practitioners' understanding and connection to the joint RAD/JPF vision for the Step into Dance programme

Create and organize CPD offerings for practitioners and teachers.

Provide annual teacher training and induction to newly appointed independent contractor teachers and practitioners.

In liaison with relevant administrative staff, assist with resolving any issues that arise.

### **Performances**

Contribute to the development, and participate in delivery, of all public performance opportunities and arrangements, including programming, practitioner participants, selection and booking of suitable theatres/venues, liaison with theatre management and technical staff for performance needs, including "Step Around Town", Battle, "Step Live" and Student Activities.

Contribute artistic ideas and content for all programmes.

Oversee the running of the Step into Dance Companies including content, costumes, health and safety, child protection and staffing in collaboration with the Lead Project and Companies Officer.

Support the set up and strike of all performance needs

Commission appropriate choreographers when required.

Attend all Step into Dance events and performances and, as required, act as "master of ceremonies".

Liaise with Lead Project and Companies Officer to support/facilitate companies' performances at dance events including JPF presentation ceremonies.

Complete feedback/evaluation reports on each event for purposes of developing standards and reporting to JPF.

## **Management**

Provide support and clear guidance to the Step into Dance team in regards to artistic aspirations and needs.

Be aware of the annual budgets for the department, participate in their creation, and monitor that programming adheres to the budget realities.

Assist with the preparation and planning of department activities, the yearly, and three yearly funding bids for JPF and other funding opportunities that may arise.

Recruit, participate in interviews and select independent contractors to provide services for Step into Dance and other outreach activities, in association with RAD HR department.

Liaise with the Artistic Director, to keep them informed of programme developments and provide written reports when requested.

Work in collaboration with JPF, keeping the Foundation informed of all programme developments. Providing written updates to be included in monthly, quarterly and annual reports to JPF and participating in twice yearly JPF partnership programme meetings

Attend one-to one meetings with the Artistic Director.

## **Other**

Positively represent the Step into Dance and Student Activities programmes at all times including, when required, at various internal and external events and meetings

When needed, write articles and participate in interviews that promote the Step into Dance programme.

Participate in regular safeguarding training.

To be familiar with and operate within all RAD rules and regulations, including those relating to health and safety, equality, diversity and inclusion and safeguarding.

When requested by the Artistic Director, participate in other related activities as may become necessary in order to support the aspirations of this role.

## **Direct reports**

None