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# Sadler's Wells Senior Projects Officer

(Fixed Term: April 2023 to September 2025)



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# Welcome

*Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.*

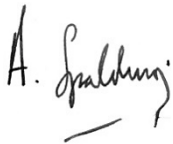
Our **mission** is to make and create dance that inspires us all, and our **vision** is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2024.

This role will offer you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.

With best wishes,



Sir Alistair Spalding CBE, Artistic Director and CEO



## About us

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

## Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open in 2024.

## Artistic Programme

The artistic programme encompasses not only productions and presentations but also all our artist development, learning and participation and touring programmes. The vision is led by the Artistic Director and Chief Executive through the Artistic Programming Board which includes the Executive Producer, Associate Artistic Director, Artistic Programmer and Artist Development, Director of Learning and Engagement and Director of Breakin' Convention.

## Learning and Engagement at Sadler's Wells

Our current learning and participation work reaches 20,000 annually and seeks to provide life enriching experiences through dance for people of all ages. The department aims to increase access to the artistic programme at Sadler's Wells and supports, celebrates and showcases the creativity of all the participants who engage in its activities.

Through its Associate Schools and Community Engagement programmes, the department provides on-going opportunities for people within our local communities to connect with the artistic programme at Sadler's Wells and have the chance to explore their own creativity. Nurturing young talent is another core aspect of the department's work and through the National Youth Dance Company and Young Associates it plays an important role in developing the next generation of exciting and diverse dance artists.

The Learning and Engagement department also organises accessible performances and activities for D/deaf and disabled patrons and works closely with other departments who are involved in ensuring that Sadler's Wells provides fair access to all, physically and intellectually.

# Our Values

## COLLABORATION



- We are encouraging and supportive
- We work as one team
- We listen
- We seek and value diversity of thought and practice
- We pool our knowledge, resources and creativity
- We create opportunities to work in partnership and minimise silos

## EXCELLENCE



- We are ambitious and driven
- We make and share meaningful, exciting and impactful dance
- We are the best we can be each day, going above and beyond in our own way
- We continuously learn and develop our skills
- We operate sustainably by maximising our resources
- We hold each other accountable

## INCLUSION



- We are brave and kind
- We create a safe place so colleagues can bring their full selves to work
- We celebrate our differences
- We remove barriers to access or equality
- We are actively anti-racist and address all forms of discrimination
- We engage and reflect the diverse community we are part of

## INNOVATION

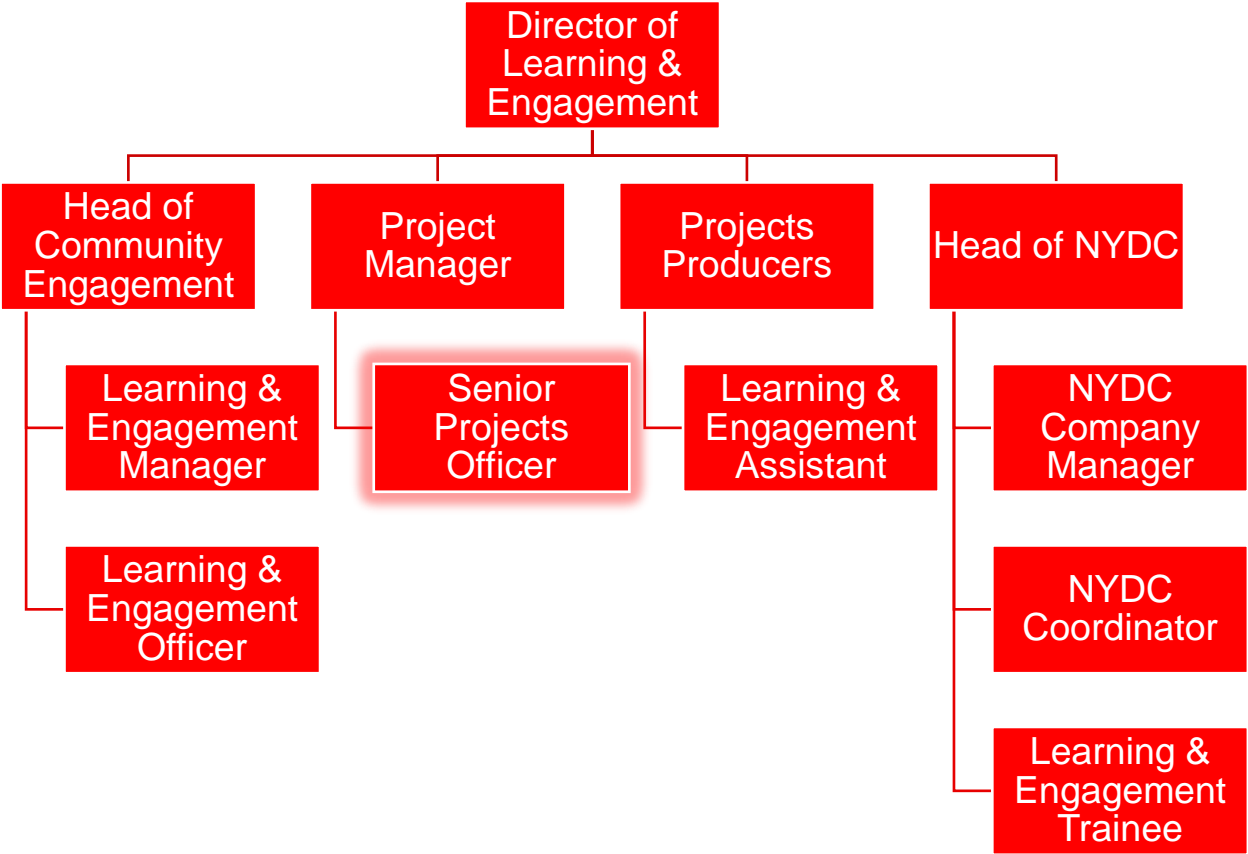


- We are curious and bold
- We find a better way in the everyday
- We challenge and question, asking 'why?' and 'why not?'
- We take creative and calculated risks
- We try new things and embrace change
- We learn and grow from our mistakes

# The Role

The Senior Projects Officer is a new, fixed-term role that will play a key role in the delivery of ambitious Learning & Engagement projects at Sadler's Wells. These include a major, new nationwide project for children and young people that will launch in Spring 2023, as well as activities delivered by the Learning & Engagement team at Sadler's Wells. You will plan and implement activity for large-scale projects, being a key point of contact for partners, participants, and artists. You will ensure that projects are achieving their aims and deliver positive experiences for participants and will be responsible for collecting important data, in order to enable Sadler's Wells to measure and report on the impact of this work.

# The Department



## What are my responsibilities?

- Manage the application process for groups to take part in a new nationwide project for children and young people
- Act as main point of contact for project partners and liaise with relevant partners around any regional events/performances
- Liaise with artists commissioned to create work for projects you are working on, including gathering content for online resources as part of new nationwide project for children and young people
- Schedule and event manage activities that are part of new nationwide project for children and young people including masterclasses, training days, and performance related events
- Ensure projects run smoothly and keep to required timelines and allocated budgets
- Implement processes for monitoring activities in order to measure impact of projects
- Be main point of contact for participants/groups, artists, and partners involved in new nationwide project for children and young people
- Ensure projects are developed and delivered to be accessible and inclusive
- Work with the Projects Manager to support the running of other Learning & Engagement projects as required including the Company of Elders
- Represent the Learning & Engagement department at internal and external meetings as appropriate
- Work closely with Sadler's Wells colleagues, ensuring compliance with relevant legislative requirements, including safeguarding and health and safety

### General

- Live, breathe and role model our organisational values of Excellence, Collaboration, Inclusion and Innovation, being aware of the influence and impact you can have in Sadler's Wells
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Undertake other duties as may be reasonably required
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

*THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.*

## Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

### Skills and Experience

#### Essential

- Experience of taking of project managing complex, large-scale participatory performing arts projects including leading on event management, scheduling and monitoring and evaluation
- Experience of working on large-scale projects that engage children and young people in the performing arts
- Experience of working directly with artists on projects that engage with children and young people and non-professional dancers
- Experience of organising projects that are inclusive, and actively engage D/deaf and disabled participants
- Ability to collate and use a range of data in order to produce evaluation and impact reports
- Ability to work to tight deadlines and prioritise key tasks
- Ability to work with complex schedules
- Good communication skills with the ability to adapt working style to different people/groups from both the community and professional world
- A thorough understanding of safeguarding and working with children, young people, and vulnerable adults
- A commitment to equal opportunities, social cohesion and diversity.
- The ability to work effectively as part of a team
- Availability to work evenings and weekends and travel around the UK as required
- Organised and flexible approach to work
- An ability to work calmly in a busy environment and prioritise a varied workload
- Good computer literacy skills: able to effectively use a range of software applications including Microsoft Office, CRM and web software
- Willingness to undertake a DBS check
- Must currently hold the right to work in the United Kingdom

#### Additional, but not essential

- Experience of working with adults over the age of 60
- Experience of organising projects that run on a national scale
- Working knowledge of Customer Relationship Management Software, such as Tessitura

If you don't have everything listed here, but believe you have demonstrable experience to take into consideration, please apply. We are aware every applicant will have strengths and development areas to accommodate, and we are open to discussions around how we can support the postholder.

## Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of £31,212 per, pro-rata annum based on a 35 hour working week, plus an additional paid meal break each day. This is a fixed term role until September 2025.
- You will get 25 days annual leave per annum, pro-rata.
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

## Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on [recruitment@sadlerswells.com](mailto:recruitment@sadlerswells.com).

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

**We welcome all applications by 11:59pm GMT on Monday 13 February 2023. Interviews will take place on Thursday 23 and Friday 24 2023.**

