



NYDC & Learning & Engagement Coordinator

About Sadler's Wells

Sadler's Wells is a world-leading arts 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.

Dance has the ability to connect with people both intellectually and emotionally and Sadler's Wells' vision is that dance is part of everyone's life. We want to make sure that dance continues to have something new to say but also that it continues to stimulate the way we think about the world around us.

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 rehearsals studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

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 academy. A major fundraising campaign is being developed in order to realise both capital and revenue requirements and open the new theatre in 2022.

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, Director of Artistic Programme, Artistic Programmer and Artist Development, Director of Learning and Engagement and General Manager of Breakin' Convention.

Learning and Engagement at Sadler's Wells

Our current learning and participation work reaches 20,000 annually and the department's activity both on and off stage is central to the enrichment of Sadler's Wells' overall artistic and audience strategy. Our existing dance programmes, including Associate Schools, Get Into Dance and Art of Age, have helped widen our impact and deepen learning for all those who participate. Nurturing young talent and taking part is also vital to our vision: we have presented several main stage presentations with non-professionals over the years as well as the Elixir festival for older dancers. The department also runs the National Youth Dance Company (NYDC), now in its fourth year of a 6 year Arts Council funding cycle.

As well as offering meaningful learning and participation opportunities to local schools, teachers, families, young talent, artists and community groups, the department plays a key role in finding opportunities and routes to the wider programme and, as such, is an important element in our audience development work.

The Learning and Engagement department also organises accessible performances and activities for 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.

Key responsibilities

Responsible to: General Manager, National Youth Dance Company

The NYDC/Learning & Engagement Coordinator's main duties will include:

Programmes:

- Coordinate events and projects including implementing project briefs, supporting team members, relevant artists, participants and volunteers, financial record keeping,

liaison with project partners (internal and external), activity monitoring, documenting and evaluation

- Assist with performances that are produced by the Learning & Engagement department, weekly over 60's programme and NYDC activities throughout the year
- Coordinate conference content, events and speakers
- Effective scheduling and coordination of events including preparing schedules and event budgets, liaison with artists and internal/external contacts and on-the-day management
- Compile appropriate documentation and evaluation of projects as required by line manager or funders
- Support the preparation of funding applications and development plans

Communications and Web:

- Collaborate on generating/contributing to blogs and social networking websites relevant to the projects and initiatives

General responsibilities:

- Represent Learning & Engagement at internal meetings as appropriate
- Carry out all administrative work generated by the above activities
- Maintain essential communications
- Undertake other duties as may be reasonably required by the line manager(s)
- Act as a point of contact for external queries
- Respond to general departmental email and telephone enquiries
- To attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Keeping up to date with developments in the arts and dance education sectors
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equal Opportunities 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' premises

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.

What we are looking for

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

Essential

- Previous experience of administration
- Proven event/project delivering skills including planning, scheduling, delivery and evaluation
- Experience of working with young people
- Excellent IT skills: able to effectively use a range of software applications including Word, Excel, PowerPoint, database and web software
- Good interpersonal skills and ability to adapt working style to different people/groups from both the community and professional world
- Good literacy skills: Excellent written and spoken English
- Experience of developing innovative arts learning experiences
- The ability to work effectively as part of a team as well as on own initiative
- Availability to work evenings and weekends and travel around the UK as required
- Availability to work in residential settings, usually during school holidays (approximately 4 weeks a year)
- Experience of developing content for websites, blogs and social networking sites as tools for engagement with users
- An interest in arts education issues and in developing strategies to increase new audiences for the arts
- An ability to work in a busy environment and prioritise a varied workload

Desirable

- Experience of Arts Award and/or other arts accreditation programmes
- Experience of developing and running festivals and/or seminars
- Experience of working with older people
- Good knowledge of Dance, Dance performance and training

- Experience and/or training in mentoring young people
- Experience of administration in dance or arts/education sectors
- Experience of supporting people with disabilities/working in an inclusive setting

Fundamental to the role is a commitment to equal opportunities, social cohesion and diversity; also the ability and willingness to work during evenings, weekends and school holiday periods

Terms and conditions

Fixed term maternity cover contract due to commence in March 2018

Salary £22,660 per annum, based on 35 hours per week, plus an additional paid meal break each day

Annual leave entitlement is 5 weeks for each Holiday Year.

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers interest-free season ticket loans

The company has a Death in Service insurance policy covering twice the annual salary

The company offers a Cycle to Work salary sacrifice scheme

The company encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (subject to availability)

The post includes a substantial amount of weekend, evening and statutory holiday working for which there is a TOIL arrangement.

The ability and willingness to work during evenings, weekends and school and statutory holiday periods, also to travel across the UK if necessary to support collaborations with regional partners, is essential to the role.

Making an application

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

Please submit the online application form by 11.59pm on Wednesday 24 January 2018. Late applications will not be considered.

Interviews will take place on Tuesday 30 January 2018.

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