



## Learning and Engagement Officer

### 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 17<sup>th</sup> 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.

## **The Role**

The Learning and Engagement Officer is responsible for developing Sadler's Wells' work within the formal education sector as well as managing opportunities for Deaf and disabled patrons to engage with the organisation's artistic programme, as both audience members and participants.

**Responsible to:** Community Engagement Manager

## Key responsibilities

- Champion the importance of dance within formal education and support Sadler's Wells to be a sector leader in dance education
- Develop an education programme that is of relevance to teachers and students of dance within formal education settings
- Forge links with the formal education sector, which encourage visits to the theatre and opportunities to connect with the artistic programme
- Manage the Associate Schools programme in Islington and further develop relationships with schools and colleges in the borough
- Identify opportunities to extend the Associate Schools programme into East London boroughs
- Liaise with Sadler's Wells' Associate Artists, Associate Companies and visiting companies to identify opportunities to connect schools and colleges to their work
- Lead initiatives which promote an awareness of access to Sadler's Wells and be a leading point of contact for patrons relating to access activities and events
- Liaise with colleagues in the Visitor Experience team regarding access issues for patrons
- Co-ordinate a programme of assisted performances (captioning, audio-description, and BSL interpreted performances)
- Co-ordinate pre/post-performance events for specific groups
- Work closely with the Marketing department and Ticket Office to maximise awareness and increase membership of Sadler's Wells' discount ticketing scheme for disabled patrons
- Provide support for other Learning and Engagement programmes including Get Into Dance and Over 60s

Fundamental to the role is a commitment to equal opportunities, social cohesion and diversity.

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

*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**

- Experience of dance as a tool for learning in formal education settings and knowledge of the National Curriculum related to Dance and the Performing Arts
- An understanding of issues related to access to arts activities, particularly for disabled people, including a working knowledge of the Equality Act 2010
- Previous experience of administration in dance or arts education sectors
- An interest in arts education issues and in developing strategies to increase new audiences for the arts
- Proven event/project management experience including planning, scheduling, delivery and evaluation
- IT skills: able to effectively use a range of software applications including Word, Excel, Powerpoint, database and web software
- The ability to work effectively as part of a team as well as on own initiative

### **Desirable**

- Experience of contributing to and using websites, blogs and social networking sites as tools for engagement with users
- Experience of Arts Award
- An understanding of the use of digital technology in schools
- Experience of writing project proposals and contributing to fundraising reports and evaluations
- Experience with Tessitura or other Customer Relationship Management tools

## **Terms and conditions**

Fixed term maternity cover contract commencing from March 2018.

The successful candidate will be offered the position subject to an enhanced criminal record check from the Disclosure & Barring Service

Salary £25,000 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)

## **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 Sunday 28 January 2018.  
Late applications will not be considered.**

**Interviews will take place on Monday 12 February 2018.**

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