



## **GENERAL MANAGER BREAKIN' CONVENTION**

Breakin' Convention represents the origins and evolution of hip hop culture from around the world and around the corner. It is world renowned for hip hop dance theatre. Through its international festivals and professional development programme, Breakin' Convention is at the vanguard of the global development of hip hop theatre.

Supporting the artistic vision of hip hop theatre pioneer Jonzi D, Breakin' Convention produces its flagship annual festival at Sadler's Wells, one of the most prestigious platforms for dance theatre in the world. Since its inception in 2003 the festival has been pivotal to the development of the global hip hop theatre scene; touring nationally since 2007 and internationally since 2013, Breakin' Convention has reached live audiences of over 100,000.

Breakin' Convention is committed to the development of hip hop theatre artists by providing a variety of participatory opportunities. These include professional development programmes for choreographers, dancers and emcees, projects for young people and educational activities in schools as well as bespoke special events.

In the next five years, these projects will culminate in the opening of a new cultural centre for hip hop, including a hip hop academy, within the new Sadler's Wells venue in Queen Elizabeth Olympic Park in Stratford, east London. As well as a mid-scale auditorium, this new Sadler's Wells venue will also include a new centre for choreographic practice and will be part of the new cultural and education district alongside UAL's London College of Fashion, the V&A Museum and UCL.

### **Breakin' Convention and Sadler's Wells**

Since its foundation, Breakin' Convention has been based at world-leading dance house Sadler's Wells. Together, Breakin' Convention and Sadler's Wells create a place where artists come together to make work and where people of all ages and from all walks of life come to experience dance.

Breakin' Convention is an integral part of Sadler's Wells' artistic programme which commissions, produces and presents dance made today across a wide range of styles to audiences of over half a million people each year. Sadler's Wells' stages include our main house and the Lilian Baylis Studio in Islington; and The Peacock in the West End. We also commission and produce original work to tour to venues across the UK and around the world. Our new venue in east London will provide a stage especially for mid-scale dance work.

## **The Role**

Working closely with the Breakin' Convention Artistic Director, Jonzi D, the General Manager will plan and oversee the delivery of all Breakin' Convention activity in line with Sadler's Wells strategic and financial targets. Developing and maintaining key relationships, he/she will also be responsible for overseeing the artistic output of the department. The role works closely with all other Sadler's Wells departments, helping to build audiences and develop engagement activities, and collaborates closely with external stakeholders, schools, artists, communities and key funders including Arts Council England (ACE).

The role reports to the Director of Artistic Programme and line manages: Tour Manager, Programme Manager, Digital Communications Officer, and Education Co-ordinator. The department is also supported by various freelancers and volunteers.

## **Key responsibilities**

### **Strategic Planning**

- Raise the profile of Breakin' Convention both nationally and internationally.
- Support the strategic planning and develop priorities for Breakin' Convention's future activity, and develop project plans to encourage professional development.
- Identify additional funding strands and external support, coordinating closely with colleagues in the Development team.
- Contribute to the development of new business opportunities, in particular the business planning, funding applications, researching and advocacy for the development of the hip hop cultural centre as well as international opportunities.
- Build and maintain good working relationships with organisations of relevance and importance such as Arts Council England. Support the development of partnerships from the UK and overseas as widely as possible.

- Develop Breakin' Convention's profile, oversee touring activity and focus on future strategic funding opportunities, including managing the current ACE strategic touring grant.
- Play a key role in the strategic planning and delivery of the new hip hop cultural centre, working within Sadler's Wells' project groups and with external partners
- Prepare management reports on Breakin' Convention activity; collating statistics and other such data, providing analysis, evaluation and recommendations to support performance and activities.

### **Creative Programme and Delivery**

- Ensure the effective implementation of Breakin' Convention artistic activity and productions, as identified by the Artistic Director, Breakin' Convention and undertaken by the Programme and Tour Managers.
- Working with the Education Coordinator, identify and establish learning opportunities and engagement with schools, communities and educational institutions as well as additional projects both locally and in east London.
- Oversee the existing professional development programmes including Open Art Surgery, Back to the Lab and Future Elements and develop new opportunities for projects and collaborations.

### **Administration and Management**

- Manage and lead a department of five staff and build an effective and committed team, along with responsibility for any freelancers and volunteers.
- Set and manage programme budgets and ensure delivery and monitoring is compliant with relevant departments and stakeholder conditions, including Sadler's Wells' policies and procedures.
- Ensure that systems are in place for managing logistics and reporting, overseeing contractual arrangements with artists, practitioners, companies and partners, and working with colleagues to negotiate and issue contracts as appropriate.
- Develop, monitor and maintain all department data systems and archives. To carry out any other administrative tasks to support the smooth running of the department.
- Undertake annual appraisals and regular one-to-one meetings with all Breakin' Convention staff.

- At all times, carry out duties and responsibilities with regard to Sadler's Wells' Equality and Diversity, Safeguarding and Health and Safety Policies.

Fundamental to the role is the willingness and flexibility to work during evenings, weekends, school and statutory holiday periods when required, and also to travel in the UK and abroad as necessary.

*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.*

## **Person Specification**

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

### **Essential**

- An excellent leader and a strategic thinker, able to work as part of a vibrant and exceptional team.
- Able to initiate and deliver complex projects within tight deadlines and with measurable outcomes.
- A strong interest in hip hop culture and an ability to advocate for it within the wider arts and culture sector.
- Experience and appreciation of working with artists and choreographers and supporting the creative process.
- Excellent communication, negotiation and interpersonal skills, with the proven ability to build strong working partnerships.
- A self-starter with proven management skills, and direct experience of developing and motivating a busy team.
- Experience of business, financial and organisational development, preferably in the charitable/Arts Council funded sector; able to deliver set objectives within budget, as well as presenting financial information as required.

## **Desirable**

- A passion and knowledge of dance and / or the arts coupled with a knowledge of the regional and national arts infrastructure.
- Experience of developing young talent; youth, education and community arts participation and performance with a thorough understanding of social inclusion issues.
- A network of contacts in the hip hop sector.
- Experience of supporting tours in the UK and abroad.
- Knowledge of foreign languages.

## **Terms and conditions**

Competitive salary plus benefits, based on working 35 hours per week, plus an additional paid meal break each day

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

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 offers a childcare voucher salary sacrifice scheme

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 note that although Sadler's Wells is accessible for staff as well as patrons and performers, we regret that access to the offices at The Peacock is very limited.

**Please submit the online application form by 11.59pm on Sunday 29 January 2017.  
Late applications will not be considered.**

**Interviews will take place week commencing Monday 6 February 2017.**

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