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Sadler's Wells

Community Engagement Manager
6-month fixed-term post



Contents

Welcome.....	3
Background Information	4
The Department.....	5
The Role	6
What are my responsibilities?	6
Who should apply?	8
Why work for us?	9

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.

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. 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 2023.

This fixed-term 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.



Background Information

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 by the end of 2023.

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.

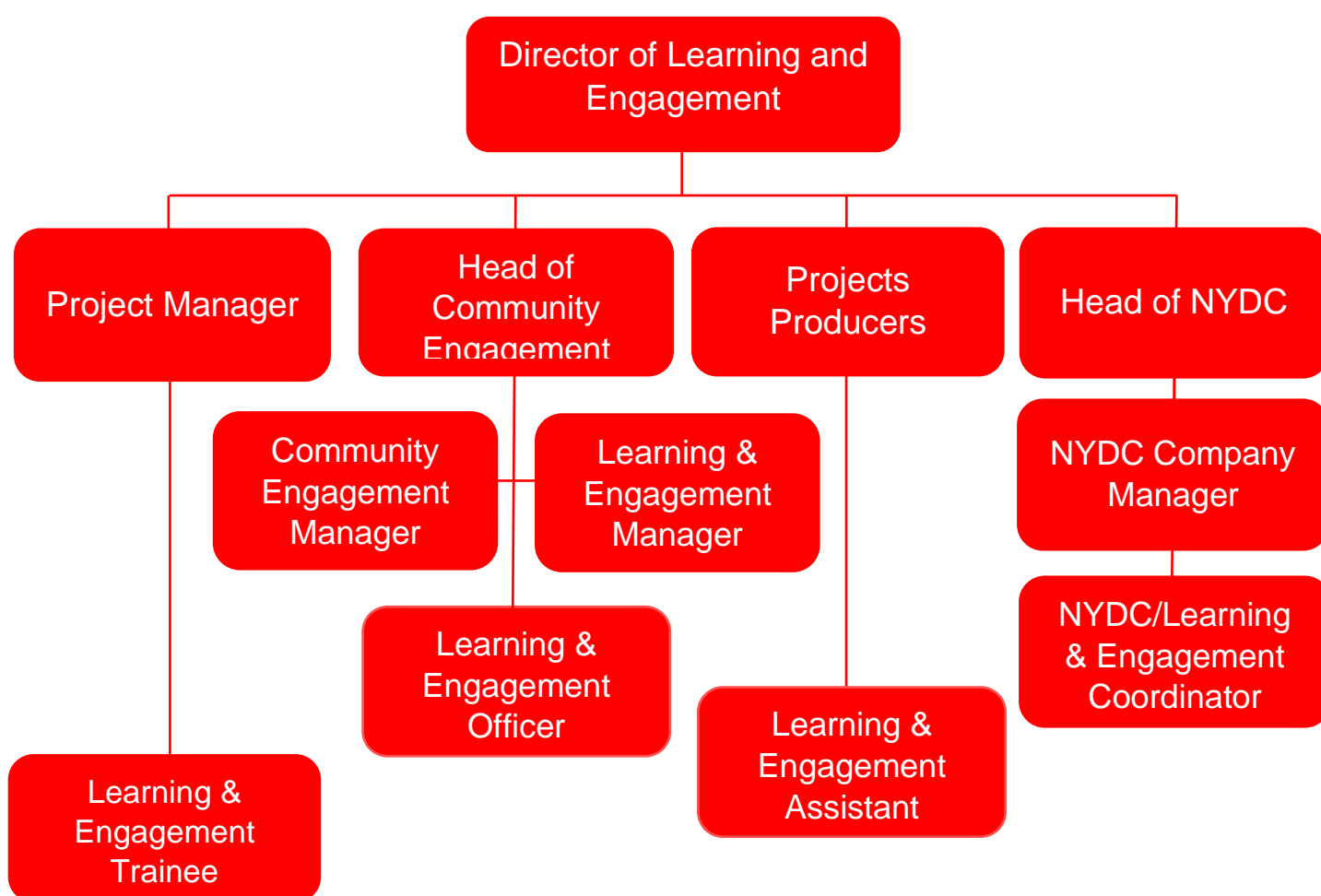
Learning and Engagement at Sadler's Wells

Our current learning and participation work reaches 20,000 annually and 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.

The Department



The Role

As we move towards the opening of Sadler's Wells East, we are increasing our partnership work at grassroots level with communities in east London. As part of this work, you will work to develop opportunities for local residents in the east London boroughs surrounding the Queen Elizabeth Olympic Park to experience dance for the first time and be introduced to a range of dance styles through a mix of participatory experiences along with theatre visits to Sadler's Wells.

The Community Engagement programme at Sadler's Wells plays a significant role in contributing to one of the organisation's key objectives of delivering a high-quality programme and world-class experiences that increase access and reach, deepen relationships and dialogue with diverse people and communities locally, nationally, and internationally.

What are my responsibilities?

- Devise and implement a programme of participatory activities in consultation with 6-8 community partners (community centres/organisations, housing associations, libraries) to take place in community settings in east London boroughs. Delivery of this programme will start in September 2022.
 - Devise and implement a participatory programme in consultation with community partners to take place in community settings in east London boroughs
 - Organise and manage a series of theatre visits to Sadler's Wells and The Peacock theatre for 6-8 groups from 6-8 community partners in east London. Taking place across July-December 2022
 - Cultivate and manage a network of community partners (community centres/organisations, housing associations, libraries, local authorities) in Islington and east London boroughs in order to directly connect with local residents and enhance and complement existing provision.
 - Manage the Get into Dance community ticket scheme, liaising with community partners and relevant departments (Marketing and Ticket Office) at Sadler's Wells.
 - Facilitate regular, two-way discussion with local stakeholders in Islington and east London in order to actively listen to, and take account of the views of the local community and ensure our programmes are relevant to, and valued by local residents
 - Monitor and report on all programmes of community engagement activity, using consistent and agreed quantitative and qualitative metrics
 - Conduct yourself in a professional manner in the workplace to reflect the organisation's values
 - Be pro-active in problem solving and encourage team members to 'come to the table with solutions'
 - Liaise with the Director of Learning & Engagement to set and agree budgets for Community Engagement activity
 - Ensure all financial and administrative records are proactively managed
- ### 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, as a leader, at Sadler's Wells

Community Engagement Manager
(fixed-term or freelance contract)

- 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

- Track-record of leading on initiatives that engage local communities in inner London boroughs in arts activities as both audiences and participants
- Experience of developing strong partnerships and networks with community organisations that can support local engagement in the arts
- Confident at working with a diverse range of artists and creative practitioners on community engagement initiatives, providing relevant guidance and support on relevant approaches of delivery to groups with little or no previous experience of dance
- Excellent communication skills and proven ability to work with a wide range of groups and individuals
- Budget planning and financial reporting skills

Additional, but not essential

- Experience of working with adults over the age of 60
- Experience of organising activities for pre-school age children
- Working knowledge of Customer Relationship Management Software, such as Tessitura
- Experience of organising arts activities or events for D/deaf and disabled people

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.

- This is a 6 month, fixed-term or freelance contract due to commence as soon as possible
- You will be offered a salary of £33,456 per annum, pro rata, based on a 35 hour working week, plus an additional paid meal break each day. We are open to applications for part-time working hours.
- You will have access to our comprehensive Employee Assistance Programme (EAP) to support your wellbeing
- 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.

We therefore 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.

This is an ongoing vacancy, and we aim to contact candidates on an ad-hoc basis. Once suitable candidates are appointed, this vacancy will close without further notice.

