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Sadler's Wells

NYDC Coordinator



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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.

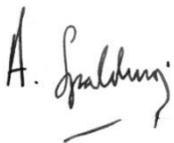
Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and create dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and 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 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



Alistair Spalding, Artistic Director and CEO



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.

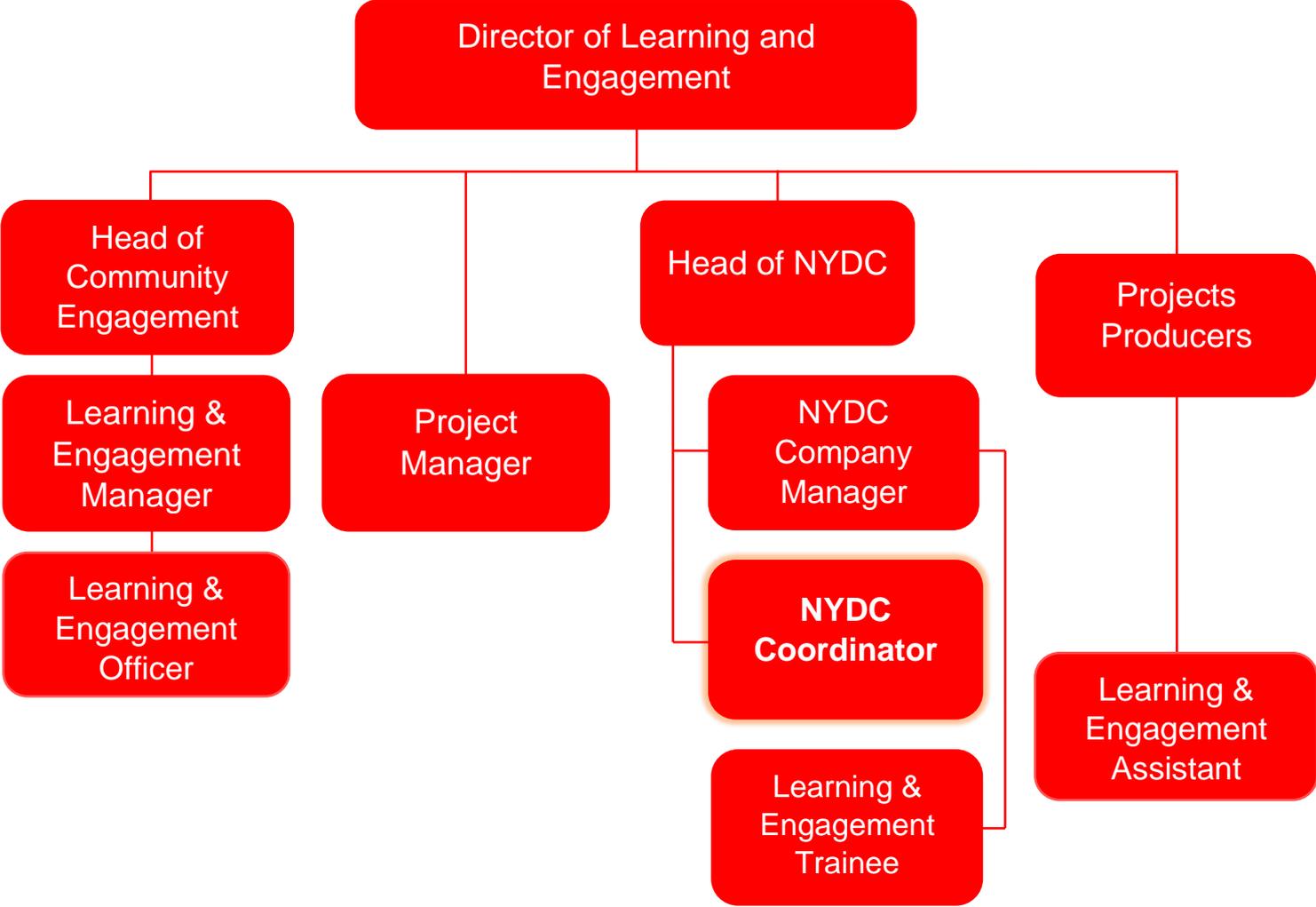
The Learning and Engagement department also organises accessible performances and activities for D/deaf and disabled patrons and works closely with other departments who are involved in ensuring that Sadler's Wells provides fair access to all, physically and intellectually.



The Role

The NYDC Coordinator post ensures the smooth running of all aspects of the National Youth Dance Company from workshops and community engagement to residencies and touring.

The Learning & Engagement team structure:



What are my responsibilities?

Programmes

- Coordinate NYDC residencies and national touring, including organising accommodation, catering and travel for company dancers, staff and creative teams
- Liaise with NYDC company dancers and creative teams on residency and touring plans and logistics
- Attend NYDC residencies and national tours, staying with the company to provide day to day coordination and working alongside the NYDC Company Support Team to provide maximum support for company dancers
- Coordinate NYDC nationwide workshops and recruitment, including administrating applications, planning workshop logistics and organising travel and accommodation when required
- 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

- Ensure the NYDC website is kept up to date
- Monitor and contribute to social media for NYDC

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 at Sadler's Wells
- Represent Learning & Engagement and NYDC at internal meetings as appropriate
- Carry out all administrative work generated by the above activities
- Maintain essential communications
- Respond to general departmental email and telephone enquiries and act as a point of contact for external queries
- 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
- 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

- Experience of working on programmes or projects that engage young people in dance
- Experience of administration in dance or arts/education sectors
- Project delivery skills including planning, scheduling, delivery and evaluation
- Experience of developing content for websites, blogs and social networking sites as tools for engagement with users
- Excellent IT skills: able to effectively use a range of software applications including Word, Excel, PowerPoint, Zoom, and 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 [or British Sign Language if primary language]
- 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)
- 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
- Must currently hold the right to work in the UK



© NYDC choreographed by Russell Maliphant

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 £24,569.76 per annum based on a 35-hour working week, plus an additional paid meal break each day
- You will get 25 days annual leave, with an additional three days after five years' service
- 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.

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 Wednesday 6 July 2022. Interviews will take place on 13 and 14 July 2022.

