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Sadler's Wells

**Projects Producer, Learning and Engagement**  
(Fixed-term, Maternity cover position)



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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 fixed-term, maternity cover 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 of 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.

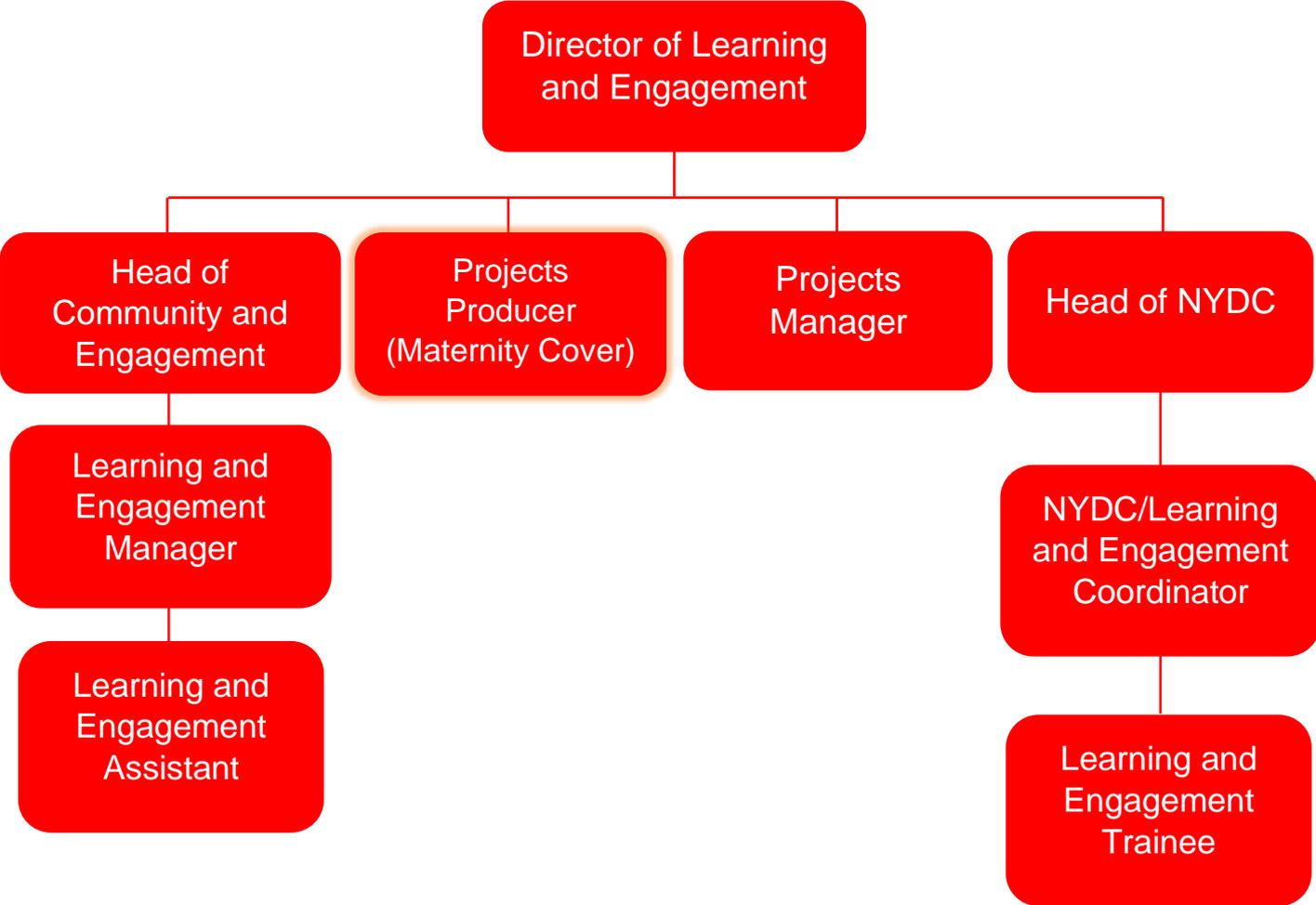
The Learning and Engagement department also organises accessible performances and activities for Deaf and disabled patrons and works closely with other departments who are involved in ensuring that Sadler's Wells provides fair access to all, physically and intellectually.

## The Role

The Projects Producer is responsible for developing and producing a range of projects for the department. Acting as Maternity cover, you will produce a range of learning and engagement projects involving a diverse range of professional and non-professional artists.

This role will directly report into the Director of Learning and Engagement.

### The Learning and Engagement department:



# What are my responsibilities?

## Programme management

### Young Associates:

- Manage the Young Associates programme, acting as the main point of contact for the young artists taking part in the scheme
- Work closely with the freelance Programme Leader to develop and implement the training, mentoring, and production aspects of the Young Associates programme
- Produce Young Associates productions that take place on the different stages at Sadler's Wells
- Liaise with mentors and guest speakers involved in the programme
- Develop partnerships with other organisations to identify potential young artists from other art forms who can collaborate with the Young Associates
- Oversee budget monitoring and forecasting for the Young Associates programme

### Lilian Baylis Studio (LBS) programme:

- Produce performances and productions delivered by the Learning & Engagement (L&E) team taking in the LBS which will include work by our Associate Schools, Company of Elders, and other groups or artists connected to Sadler's Wells' L&E programme

### National Youth Dance Company (NYDC):

- Support the production process for NYDC, liaising with relevant colleagues in Producing & Touring and members of the NYDC creative team

## Additional projects

- Manage upcoming projects L&E projects including Fly the Flag in partnership with Fuel Theatre and an intergenerational project with Company of Elders, NYDC alumni and primary school pupils

## Communication and Information management

- Liaise with SW Marketing and Sales Department on the production of marketing materials for L&E related productions
- Liaise with SW Content and Communications Department on the digital and social media presence of designated L&E productions as well as updating and developing digital support materials for projects
- Maintain project information to support stakeholders and independent evaluation partners on selected projects
- Carry out duties and responsibilities with regard to Sadler's Wells' Equal Opportunities, Safeguarding and Health and Safety Policies
- Undertake other duties as may be reasonably required by the Director of Learning and Engagement
- Represent Sadler's Wells and the Learning and Engagement programme at meetings as appropriate
- Experience of building positive working relationships across an organisation and with multiple stakeholders
- Ability to prioritise work under pressure with excellent time management, coupled with the ability to think strategically and creatively without compromising rigour

- Competent degree of numeracy, including ability to understand and model financial arrangements
  - Excellent oral and written communication skills and the ability to effectively present ideas/information to diverse individuals and groups
  - Excellent IT skills: able to effectively use a range of software applications including Office 365
  - Ability and willingness to work during evenings, weekends and school and statutory holiday periods
- General**
- Represent the Learning and Engagement department at internal and external meetings as appropriate
  - Work closely with Sadler's Wells colleagues, ensuring compliance with relevant legislative requirements, including safeguarding and health and safety
  - 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:

- Experience of leading projects or initiatives that support the development of young dance artists
- Experience of producing ambitious, large-scale projects and performance events that involve a diverse range of professional and non-professional dancers
- Experience of working with artists and creative teams
- Experience of working with young people on performance related projects
- Experience of working in partnership with other organisations to deliver ambitious projects
- Project management including monitoring, reporting, evaluation and the ability to assess progress against objectives and criteria
- Experience of financial management including budget setting, monitoring and forecasting
- Experience of building positive working relationships across an organisation and with multiple stakeholders
- Ability to prioritise work under pressure with excellent time management, coupled with the ability to think strategically and creatively
- Excellent oral and written communication skills [or British Sign Language if primary language] and the ability to effectively present ideas/information to diverse individuals and groups
- Excellent IT skills: able to effectively use a range of software applications including Word, Excel, PowerPoint, database and web software
- Ability and willingness to work during evenings, weekends and school and statutory holiday periods
- Must currently hold the right to work in the UK

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

#### Additional, but not essential:

- Awareness and/or knowledge of Sadler's Wells Learning and Engagement projects and schemes
- Experience of managing multiple projects to deadlines

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

## 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 £32,000 per annum (pro rata) based on a 35 hour working week, plus an additional paid meal break each day. This is a fixed term, maternity cover contract due to commence in August 2021
- You will get 25 days annual leave (pro rata)
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our comprehensive 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](mailto: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 on Thursday 22 July 2021. Interviews will take place virtually on Wednesday 11 and Thursday 12 August 2021.**