

LEEDS DANCE PARTNERSHIP

Programme Coordinator

Freelance 2.5 days a week @ £180 per day, until December 2021

Responsible to LDP partnership Director

Leeds Dance Partnership (LDP) supports and celebrates dance in Leeds and beyond, led by world-class organisations and independent dance artists based in the city. We support building Leeds reputation as the UK's main centre for dance outside of London.

LDP partners; Northern Ballet; Yorkshire Dance; Northern School of Contemporary Dance; Leeds Playhouse; Phoenix Dance Theatre; and Leeds Beckett University. A member of the independent dance community also sits on our board.

This is an exciting time to join the LDP team, with the recent appointment of our new Partnership Director and a year of exciting and ambitious projects ahead.

We are looking for a Programme Coordinator to work alongside the Director to develop, manage and support our programme activity of commissions and events which support our vision of 'Leeds is Dance'. Working closely with our partner organisations, working groups and networks, this is an exciting role which is key to the success of Leeds Dance Partnership.

Based at Northern Ballet's headquarters, you'll be responsible for supporting sector growth, commissioning artists, building the profile of LDP, driving diversity, artist development and audience reach. You will work with a range of stakeholders to project manage initiatives in learning and engagement, place making, research and network development and well-being.

Key Responsibilities

- Co-ordination – to have an eye for detail as well as the overall view of our programme led by the LDP director Lucy Dusgate.
- Support the planning, implementation and administration of the core activities of the programme, as set by the Director.
- Seek and maintain positive and productive relationships with a range of existing and new partners across the sector including artists, co-production networks, venues, funders and stakeholders.
- Where necessary, line manage freelance, trainee, apprentice or intern posts supporting the programme of work.
- Work with partners and producers to facilitate the programme of events, marketing and administration.
- Contribute to the Leeds Dance Partnership fundraising targets, opportunities and planning.
- Communication & Marketing – Work closely with Northern Ballet's communications team and wider LDP partners to maximise the profile and visibility of Leeds Dance Partnership and our work.

- Support the development and implementation of a communications strategy to ensure active and relevant communication flow at all levels, including social media and website presence. A public and sector profile is key to our success.

Duties also include

- Ensure that activity is supported with an online campaign of live and pre-record promotion. Organise filmmakers/photographers for media assets creation (video, images and audio) for promotion, public distribution, reporting and further fundraising. Training is available for online uploading to our website and social media.
- Provide briefings/updates to partners about programme activities, current developments and initiatives in the field.
- Reporting - Work closely with the Partnership Director to produce regular reports and meeting minutes to the Board, wider membership and others.
- Work closely with partners and working groups to ensure that monitoring and evaluation data requirements set by our funders and stakeholders are met.
- Ensure that programmes are co-ordinated effectively, in line with agreed targets and available resources, including undertaking robust budget management and keeping effective audit trails in line with Northern Ballet's systems.
- Representing and advocating for Leeds Dance Partnership at industry events, networks and meetings

Organisational

- Take a proactive approach to the Equality Action Plan ensuring that programmes operate in line with our commitment to Arts Council England's Creative Case for Diversity.
- Undertake necessary administration and financial monitoring tasks to support the Partnership and Partnership Director.
- Undertake any other relevant duties which may be necessary to help achieve the purpose of this post and the vision of Leeds Dance Partnership.

Criteria

Essential

- At least two years' experience co-ordinating a successful cultural programme/activity with project planning, delivery and reporting.
- Experience of working in the performing arts or cultural development sector with some knowledge about dance.
- Has a good understanding of current developments in the cultural sector including arts funding and artist development.
- Ability to work to deadlines, delivering activity within budget. Be a well organised person working within the administrative and financial processes of Northern Ballet.
- Experience of events/ projects with a wide range of partners and participants.
- A track record in fundraising contribution or management.
- Strong communication, interpersonal and presentational skills with the ability to cultivate and sustain relationships with a range of partners, stakeholders and individuals.
- A flexible and adaptable approach and the ability to respond to changing environment, deadlines and priorities.

- Outstanding written and verbal communication skills and diligent attention to detail in producing concise, compelling and targeted information.
- Computer literate and competent working with databases, shared files, figures and spreadsheets. An understanding and willingness to engage media/online communication platforms.
- Excellent organisation, budgeting, time-management and administrative skills.
- Ability to manage own workload and several projects simultaneously.
- Ability to work from the office and/or from home if required.
- Understanding of working across several partners and stakeholders with diplomacy and business sensitivity.
- Knowledge and understanding of the cultural sector and independent artistic communities in Leeds and the surrounding area.

This job description is a guide to the nature of the work required of the Programme Co-ordinator. It is neither wholly comprehensive nor restrictive and forms part of the contract of employment.