

Dance Participation Officer

Birmingham Royal Ballet exemplifies a modern, ambitious world class ballet company that inspires develops and showcases the very best of our Country's talent and creativity Whether this is through creating new ballets or inspiring young people to experience, take part and excel in this enormously engaging art form, our focus is to offer excellence and access for all.

Birmingham Royal Ballet's mission is to reach out and move people with great ballet and music. The Company tours world-class ballet to the widest possible audience in the UK and internationally; creating new works that reflect the world we live in; releasing the creative potential in people of all ages and backgrounds.

In fulfilling the mission, the LEAP Department will:

- Introduce the art form and advocate the benefits it offers in creativity, health and wellbeing, confidence, aspiration and enjoyment.
- Provide exceptional opportunities for young people to realise their creative potential and pursue careers in the performing arts.
- Be creative and inspiring in the development of talent.
- Explore new and innovative ways to develop creativity in education.
- Pursue diversity, equity and inclusiveness in every thought and action.
- Reach out into communities inviting them into our world, making our work accessible and relevant to all.

Reports to: Head of LEAP

Based: Thorp Street, Birmingham, B5 4AU
(hybrid working as required maximum 2 days per week at home)

Hours: 40hrs per week schedule to be agreed.
This will include evening and weekend work.

Salary: £27,500.00

Requirements: Chaperone License, Enhanced DBS check, First Aid qualification, Arts Award trained.

Additional Skills: Dance training with a background in ballet

This role includes evening and weekend work and a touring requirement

Dance Participation Officer will be key to the success of the LEAP Team, working closely with the Head of LEAP to develop, implement, and evaluate the activity that will deliver against the LEAP strategic plan over the next 5 years.

The post holder will be responsible for the ongoing success of Dance Track, supporting the development of talent through all aspects of the programme. Review and development of dance participation opportunities. Advocacy of and engagement into career pathways in dance. Co-ordination and administration of GCSE Dance programme.

Key relationships:

Internal: Head of LEAP; wider LEAP team, Artists and Chaperones; BRB finance team; BRB Marketing team; BRB Development team, Company Management.

External: Birmingham Schools and Dance Track leads, Elmhurst Ballet School, Royal Ballet School, Artists, Pianists, Chaperones, volunteers, Parents, Local Dance Teachers. GCSE dance teacher, Dance Agencies and venues

Develop and maintain other partnerships and relationships as required and advised by the Head of LEAP

Key Responsibilities:

The following section lists the key competencies and responsibilities. It is not intended to be exhaustive, as additional or modified responsibilities are expected to develop over time as the Dance Participation function evolves.

The primary function of the role to be the central point of contact for BRB's Dance Track talent identification programme. Alongside the Head of LEAP and the Dance Participation Coordinator, the successful candidate will play an important role in developing a cohesive dance participation pathway from Baby Ballet to vocational and recreational training at BRB. This will include:

- Day to day management of the Dance Track programme. Including:
 - School Workshops
 - Weekly class Programme
 - Half Term Programme
 - Celebration Performance
 - Special events – End of term open classes, Elmhurst visits, Associate preparation classes
- Provide when necessary appropriate and adequate support to Dance Track participants and their guardians with confidentiality, tact and sensitivity
- Regular attendance at weekly sessions at all Dance Track related events
- Developing and maintaining meaningful relationships with Elmhurst Young Dancers and Royal Ballet School Associate programs
- Provide support and information to freelance artist and chaperones working on the Dance Track programme
- Delivery of Arts Award Discover and Explore Manage Arts Award for participants, providing appropriate and adequate support. Assess and co-ordinate moderations with Trinity College London
- Work with the Head of LEAP to review and re-develop the Dance Participation programme in Birmingham and touring venues including
 - Developing a Baby Ballet and early years pathway
 - Lead on the open audition process for children working with BRB
 - Co-ordination of GCSE Dance Programme

- Processing of finances through Access Finance System including processing contracts, invoices, sales requisitions and generating purchase orders for all activities relating to Dance Participation
- Responsibility for cash handling, petty cash and taking payments when required
- Support the Head of LEAP in;
 - Monitoring the Dance Participation Budget
 - Evaluation, reporting, and (alongside dedicated support within BRB's Marketing team) the marketing of all aspects of the Dance Participation programme
 - Ensuring that the Health & Safety, safeguarding and wellbeing of participants, attendees and staff is considered at all times and concerns or incidents are reported promptly through the relevant channels (including risk assessments, method statements and child behaviour policies)
- Ensure that access and inclusion are considered in programming, communication and delivery of all activities
- Competent usage of Spektrix CRM system for data collection and activity bookings
- Collate manage and upload project data including participant details via Spektrix, with confidentiality and adherence to BRB's data protection and GDPR policies
- Have a clear understanding of other aspects of the departments work and be able to deputise as required.

General

- Work in accordance with BRB's code of conduct and organisational policies
- Be an enthusiastic advocate for Birmingham Royal Ballet and present the company in a way that develops the Company's reputation within the sector
- Work in a way that creates a positive, truly inclusive and collaborative working environment
- Develop and maintain positive relationships with individuals and communities, stakeholders and partner organisations.
- Attend public events and meetings as required acting as a representative of BRB and the LEAP Department
- General day-to-day office administration.
- Deputise for Colleagues as and when required
- Cover for Chaperones/ volunteers as required – evenings, weekends and sometimes at short notice when required
- Undertake Chaperone duties as a licensed chaperone
- Ensure film and photographic images are catalogued and archived effectively and that media consents are collected and stored appropriately
- Ensure that all the Dance Participation activity has an exciting and accurate presence on all digital platforms

- Work in a way that celebrates diversity in practice, projects and participation and encourages safe practice.
- Consider ways to limit BRB's carbon footprint in all areas of your work
- This role includes lifting and carrying

Personal Competencies

- Background in ballet, with knowledge of progression routes, examination and audition procedures and performance
- Excellent Communicator, able to deliver concise instructions and convey complex messages
- Excellent organisation and communication skills and able to process information accurately and report back, effectively and efficiently.
- Ability to deal tactfully and respectfully with sensitive information and work diplomatically with a wide diversity of people, including children, young people and adults
- Professional attitude with commitment and enthusiasm to delivering the highest quality of work engendering high standards of work from others
- Attention to detail and meticulous approach to tasks with the ability to work to deadlines
- Self-motivated, with the ability to work with the minimum of supervision and take initiative where appropriate
- A team player committed to the department and all colleagues.
- Trustworthy, reliable and reflective thinker
- Highly personable character who enjoys networking and building relationships
- Able to navigate through ambiguity and remain resilient, respectful and professional at all times
- Able to cope and prioritise in periods of intensely high work-load and demand
- Positive attitude and willingness to work evenings and weekends