


Sadler's Wells
Projects Producer

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Sadler's Wells
Projects Producer
1 Year Fixed Term



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About us

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.

More than 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. Today Sadler's Wells consists of the Sadler's Wells Theatre (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

Our fourth venue Sadler's Wells East will open in 2024 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 in 2024 as well as facilities for the Rose Choreographic School and Academy Breakin' Convention.

Our Values

COLLABORATION



- We are encouraging and supportive
- We work as one collective team
- We listen and empower every voice
- We seek and value diversity of thought and experience
- We pool our knowledge, resources and creativity
- We create opportunities to work strategically and in partnership

EXCELLENCE



- We are ambitious and driven
- We make and share meaningful, exciting and impactful dance
- We do the best we can each day
- We continuously learn and develop our skills
- We operate sustainably by managing our resources effectively
- We hold each other accountable

INCLUSION



- We are brave and kind
- We create a safe place so colleagues can bring their full selves to work
- We celebrate and respect our differences
- We remove barriers to access or equality
- We actively address all forms of discrimination
- We engage and reflect the diverse communities we are part of

INNOVATION



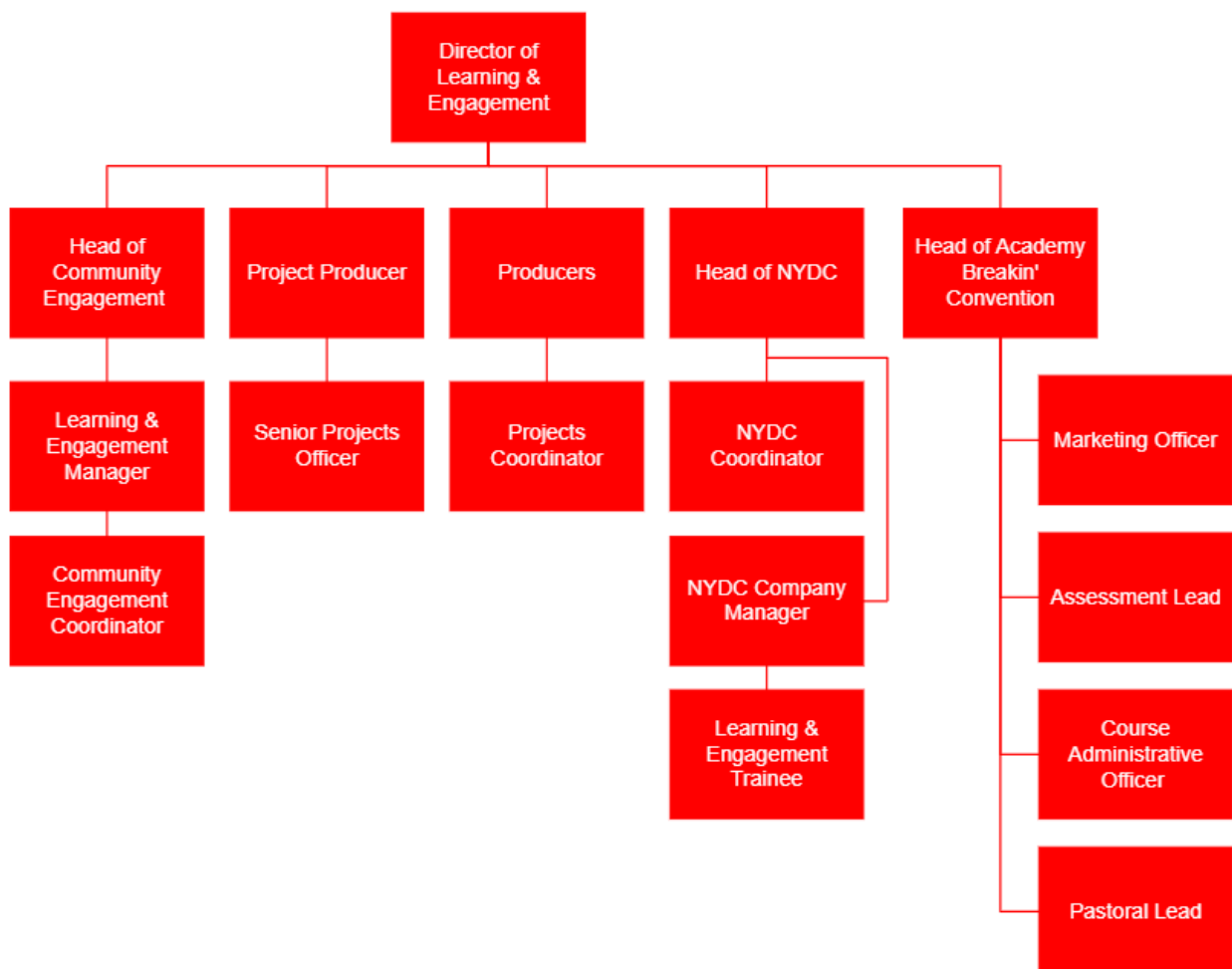
- We are curious and bold
- We find a better way in the every day
- We challenge and question why, and why not
- We take creative and calculated risks
- We cultivate ideas, try new things and embrace change
- We learn and grow from our mistakes and successes

The Department

The Learning and Engagement department delivers work reaches that 20,000 people annually and seeks to provides life enriching experiences through dance for people of all ages. This department encompasses the Academy Breakin' Convention, Community Engagement, National Youth Dance Company and the projects team. This 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.

The Role

The Projects Producer, Learning and Engagement is responsible for leading and developing and key participatory projects for the department including the Company of Elders and Making Moves.



What are my responsibilities?

Management of Company of Elders

- Provide overall management for the Company of Elders (COE), developing annual plans of activity including oversight of the creation of new works and identifying and managing performance opportunities at SWT and beyond
- Liaise with relevant SWT depts on COE related activity
- In consultation with the Director of Learning & Engagement identify potential dance artists and choreographers suitable and exciting to work with COE
- Allocate tasks to relevant L&E staff to support with the smooth running and coordination of COE activity
- Manage any freelance artistic staff working with COE, setting out roles and responsibilities and expectations for their work with COE that are aligned to SW values
- Oversee recruitment activities and plans for new COE members, ensuring that the membership of the company is reflective of the communities local to SWT
- Manage the annual COE budget
- Lead on all communication with COE members, including weekly emails and termly newsletters
- Act as spokesperson for the COE for sector related events and for press and comms activity, acting as key point of contact between SWT Press team and COE dancers

- Lead on creating an environment that supports wellbeing of participants and embeds safeguarding throughout COE activity, including facilitating group reflection sessions and having regular 1-2-1 meetings with company members
- Create ethos within COE that aligns SW values

Making Moves

- Provide overall project management for Making Moves
- In consultation with the Director of Learning & Engagement, identify and contact potential choreographers to take part in the project
- Be responsible for developing and cultivating relationships with key stakeholders including strategic regional dance organisations/partners, other potential regional partners, and One Dance UK
- Work with participating choreographers to shape initial ideas for their choreographic toolkits
- Liaise with the Making Moves freelance education consultant on the development of the choreographic toolkits and the overall support provided to group leaders throughout the project
- Establish overall timeline and master schedule for annual Making Moves activity
- Lead on the process for recruiting groups to participate in the project each year and shortlisting groups to take part in annual National Platform at Sadler's Wells

- Have oversight of overall logistics and coordination of the project
- Manage Making Moves budget

General Responsibilities

- Line manage Senior Projects Officer
- Oversee evaluation for projects and contribute to reports for funders and key stakeholders
- Maintain awareness of best practice with regards to diversity and inclusion within participatory dance
- To 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
- To control relevant budgets and ensure all financial and policy matters are managed in strict accordance with Sadler's Wells' policies and procedures

- To maximise income and minimise expenditure without loss of quality in all areas of responsibility
- Working on project deliveries on evenings and weekends when required

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 in Sadler's Wells
- 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 managing project budgets with an ability to allocate resources effectively and track expenses
- Experience of working with artists on the development and delivery of creative projects
- Experience working and building relationships with teachers, students and participants of various backgrounds and ages including mature adults
- Proven experience in managing projects from conception to completion, particularly in the arts or dance sectors
- Strong organisational skills with the ability to develop and adhere to timelines
- Experience of producing events and facilitating their delivery. Events may take place on evenings and weekends, therefore the post-holder is required to be present on these occasions.
- Experience in line management, with the ability to inspire and guide team members and freelancers.
- Understanding of safeguarding practices and a commitment to creating a supportive environment for participants.
- Must currently hold the right to work in the United Kingdom

Additional, but not essential

- Strong understanding of contemporary dance practices, choreographic processes, and the dance community.

If you don't have everything listed here, but believe you have demonstrable experience to take into consideration, please apply. We are aware every applicant will have strengths and development areas to accommodate, and we are open to discussions around how we can support the postholder.

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 1 year fixed term position with a salary of £37,975.12 per annum pro-rata based on a 35 hour working week, plus an additional paid meal break each day
- You will get 25 days annual leave per annum, with an additional three days after five years' service
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- Additional pay for parental and family leave subject to eligibility
- 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 Thursday 7 November 2024. Interviews will take place on Monday 18 November and Tuesday 19 November 2024.

