

Sadler's Wells
Coordinator, Breakin' Convention

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breakin'
convention

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Welcome

Thank you for your interest in joining Breakin' Convention, 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 role offers 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

Breakin' Convention

Breakin' Convention is the critically acclaimed powerhouse behind a hip hop theatre revolution, through its international festivals and professional development programme, we have over the last 20 years witnessed the development of UK hip hop artists and companies, who have gone on to win prestigious awards, and become world renowned.

Supporting the artistic vision of hip hop theatre pioneer Jonzi D, Breakin' Convention has presented its flagship annual festival at Sadler's Wells every year since 2004, one of the most prestigious platforms for hip hop dance theatre in the world. Breakin' Convention has played a pivotal role in the development and visibility of the UK hip hop theatre scene, giving a professional development support and performance opportunities to companies who have gone on to become artists in residence at major arts venues; produce full-length hip hop dance works; and tour work internationally. Breakin' Convention has also played an important role to the development of the global hip hop dance theatre scene, presenting both legends and pioneers of hip hop dance, alongside innovative artists bringing the newest dance styles and pushing the form. Touring nationally since 2007 and internationally since 2013, Breakin' Convention has reached thousands of people worldwide, including performances at the iconic Apollo, NYC.

In 2025, Breakin' Convention opens a Hip Hop Theatre Academy, within the new Sadler's Wells venue in the Queen Elizabeth Olympic Park in Stratford. The Academy will offer a Level 3 qualification in Performing Arts, specific to Hip Hop Theatre, pioneering as the first academy/school in the country to offer such a qualification and educational provision. The academy will educate across all the pillars of Hip Hop, creating exciting pathways and opportunities for young individuals, paving a new way of Hip Hop being seen within education and the wider industry.

Since its foundation, Breakin' Convention has been based at Sadler's Wells. Together, Breakin' Convention and Sadler's Wells create a place where artists come together to make work and where people of all ages and from all walks of life come to experience dance.

Sadler's Wells

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.

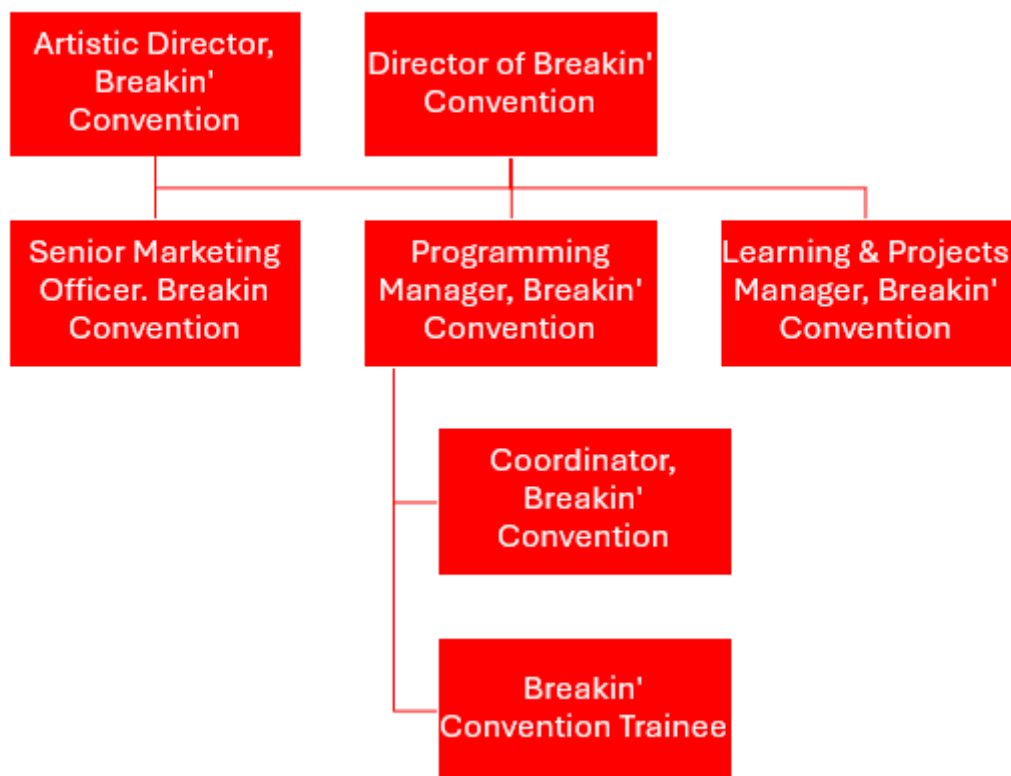
Our fourth venue, Sadler's Wells East opened in 2025 in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space and houses a 550-seat mid-scale theatre, as well as facilities for a centre of choreographic practice. This venue will be located on the Stratford Waterfront site as part of the new cultural and education district, alongside UAL's London College of Fashion, the V&A Museum and UCL.

The Department

Since its foundation, Breakin' Convention has been based at Sadler's Wells. Together, Breakin' Convention and Sadler's Wells create a place where artists come together to make work and where people of all ages and from all walks of life come to experience dance.

Breakin' Convention is committed to the development of hip-hop theatre artists by providing a variety of participatory opportunities. These include professional development programmes for choreographers, dancers and emcees, projects for young people and educational activities in schools, as well as bespoke special events.

The Breakin' Convention department:



The Role

The Coordinator will work in collaboration with the wider Breakin' Convention team in planning and delivering hip hop festivals, tours and professional development projects, both within the UK and abroad.

What are my responsibilities?

Working in collaboration with the Director of Breakin' Convention and the Breakin' Convention Programme Manager, the coordinator will:

- Organise and coordinate production and event logistics, such as auditions, travel, per diems, accommodation and rooming lists, prepare company book information and be the main point of contact with regard to these areas.
- Apply for Foreign Entertainers' Unit tax exemption and reduction for international visiting companies
- Draft and manage contracts with performers and partners
- Assist with the management of auditions, rehearsals and tours in the UK and overseas
- Prepare and circulate schedules and Information Packs as necessary
- Organise and manage activities for productions such as workshops, talks and digital activities as agreed
- Manage the process of obtaining visas, work permits/certificates of sponsorship, immigrations and customs clearance for artists and company personnel ensuring relevant paperwork is provided to venues and the appropriate authorities in a timely manner
- Organise and assist in the preparation of relevant payment information to external partners
- Work closely with the Technical Production team to ensure the necessary technical resources are put in place to adequately support productions and events
- In collaboration with the Breakin' Convention Director and Programme Manager, negotiate financial deals with artists, performers and other production roles, music publishers and other relevant organisations, including the agreement of fees, licenses, royalty and per diem payments, travel and accommodation arrangements, technical and marketing
- Support and manage the artists and performers engaged for productions and events, proactively dealing with any issues as they arise, in consultation with any appropriate parties
- Draft and manage budgets, and process financial paperwork as necessary.
- Input and update all bookings made by the department in the internal systems including Artifax and Agora
- Support onsite and offsite events where necessary (including at the weekends)

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
- Support the planning and delivery of the department's digital activities, in accordance with Sadler's Wells Digital Policy

- Attend opening nights, performances, or other events both at Sadler's Wells and venues on tour as agreed and required
 - Provide 'Person In Charge' duty for programmed events on occasion
 - Attend staff meetings, training sessions and other events which may take place outside normal working hours
 - Undertake any other duties that may reasonably be required of the Coordinator
- as deemed appropriate by the Director of Breakin' Convention
- At all times to carry out duties and responsibilities about Sadler's Wells' Equality, Diversity and Inclusion, and Health and Safety Policies. This may include aiding with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises
 - Assist will be the planning and delivery of accessible performances

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?

You will demonstrate the following skills, experience, and personal qualities:

Essential:

- Demonstrable interest and passion in the development of hip hop artists and culture
- Positive and proactive work ethic, with commitment to meeting high standards
- Excellent communication and interpersonal skills, ability to build good relationships with organisations and individuals
- Reliable and punctual, with positive time management
- Experience of working in administration and/or company management or dance company and a good understanding of the needs of artists and touring companies
- Experience of planning and coordinating practical and logistical arrangements for rehearsal periods and touring projects either in the UK or abroad
- Experience of making work permit/certificate of sponsorship and visa applications
- Experience of working within set budget or managing production and touring budgets
- Experience of drafting and negotiating contracts with artists and performers
- Ability to work well under pressure in a busy environment, paying close attention to detail and maintaining accuracy whilst handling a varied and demanding workload
- Must currently hold the right to work in the UK
- Proficient user of Excel, Word and Outlook
- Willingness to work evenings and weekends, including both UK and overseas travel as required

Desirable:

- Understanding of copyright, PRS, PPL & COS
- A knowledge of the UK hip hop cultural sector and dance in education



Why work for us?

Salary:	£30,260.12 per annum
Hours of work:	Full-time, 40 hours per week (inclusive of paid meal break)
Evening/Weekend work:	Required (with time off in lieu in place)
Start date:	September 2025

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 get 25 days annual leave per annum (pro rata), with an additional 3 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
- 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 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 several 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](#).

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 3 September 2025. Interviews will take place 10-11 September 2025.