Photo: Tom Dale and Barret Hodgson

TOM DALE COMPANY

"I INFINITE is stunning. An extraordinarily smooth blend of dance, music and digital design"

★★★★ CULTURE WHISPER, 2018

Executive Producer Recruitment Pack

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Photo: Bruce Atherton and Jana Chiellino

Tom Dale Company

"Digital projections explode in bursts of white light, dancers erupt in high-energy dashes"

THE HERALD, REFUGEES OF THE SEPTIC HEART 2015

Tom Dale Company (TDC) creates world-class, bold, contemporary performance with dance and technology at its core. We collaborate with extraordinary digital media artists, electronic musicians, poets, writers and visual artists to create relevant, accessible contemporary dance. Our work tours nationally & internationally, developing new audiences for dance, and delivering award winning participatory activity for children & young people.

We perform intimate and immersive work through to full-scale spectacular performances, nationally and internationally, in found spaces, art galleries, theatres and at music festivals.

Our award-winning participatory activities enable engagement with dance and digital technology, inspiring young people in schools, universities and the UK's dance conservatoires.

Incorporated in 2010 the company has presented its work in Vietnam, Poland, China, Macau, Germany, Croatia and Hong Kong. Alongside touring into the UK's dance houses, small to mid-scale arts centres and receiving houses we have delivered bespoke performances and participation projects in the UK's hardest to reach areas.Through creating relevant, inspiring contemporary dance that has choreography, electronic music & technology at its core, Tom Dale Company produces world-class work which is simultaneously bold, exciting & constantly evolving.

Creative digital content and its synergy with dance is the major artery pumping through TDC's practice. It is woven into all our programmes of work.
The Company's vision, through its collaborations with the digital arts, is to re-imagine dance and audience's relationship to it in order to:

TRANSFORM the audience's experience of dance

IGNITE the public appetite for dance

DEVELOP new audiences for dance

INSPIRE the next generation of dance makers

TDC is a registered charity in England and Wales and a private company limited by guarantee. We are a National Portfolio Organisation receiving support from Arts Council England.

Photo: Alicia Clarke

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Executive Producer

Tom Dale Company are seeking an experienced and dynamic individual to join the team as Executive Producer.

In 2018 we entered a new phase of growth and development joining the Arts Council England National Portfolio. We toured our acclaimed production of I INFINITE to China and across the UK and delivered our award-winning participatory programme, Urban Explorers across Nottinghamshire. 2019 and beyond presents an exciting opportunity for the right individual to extend our activity nationally and internationally as we start development of Shimmer – a multi-disciplinary dance installation designed for our bespoke touring structure.

Based in our offices in Nottingham the successful candidate we will work closely with Artistic Director, Tom Dale, to lead the organisation and support the delivery of the business plan.

The role is suitable for someone who is bold, highly organised and positive with a minimum of 3 years experience of a Senior Management role.

For a job description and equal opportunities form please email Laura Rutty, Company and Participation Manager via laura@tomdale.org.uk

Closing date for applications: 10am Friday 19th July 2019

Type of Engagement: Permanent

Reporting to: Artistic Director

Responsible for: Company & Participation Manager, Fundraising Consultant (freelance)

Hours of work: Based on 3 days (24 hours) per week. 9.30 – 5.30pm

Salary: £35,000 pro rata (£21,000)

Holiday Entitlement: 25 days pro rata (15 days) in addition to Statutory UK public and bank holidays and the TDC office closure over the Christmas period (27 Dec – I January)

Expenses: Travel during the course of business will be reimbursed and mileage paid in line with Tom Dale Company's expenses policy.

Office Base: The Parlour, 75A Raleigh Street, Nottingham, NG7 4DL.

Start Date: Preferably week begin 7 October 2019

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Responsibilities

1. Strategic development

- Jointly with the AD conceive and deliver the ongoing strategic approach to the Company's leadership and development.
- Jointly with the AD develop and monitor the Company Business Plan.
- Develop and maintain partnerships with key organisations and individuals, in particular Arts Council England and ensure all requirements within these relationships are met.
- Identifying new artistic and business opportunities.
- Representing Tom Dale Company at meetings and events locally, nationally and internationally.

2. Producing

- Lead on national & international projects.
- Identify and secure commissioning funds and contributed income for the delivery of the Company's artistic activity
- Developing company projects and associated budgets in liaison with AD.
- Identification of new collaborators.
- Advising TDC on touring schedules.
- Contract negotiations for commissions and financial partnerships.
- Oversee the Company and Participation Manager to maintain best practice in commissioning and contracting artists, teachers and collaborators, and lead on contractual negotiations and oversee contracts as and when appropriate.
- Together with the Artistic Director CEO, ensure that the necessary plans are in place for delivery of the company's artistic programme including national and international tour booking for new shows.
- Profile and advocacy on national & international performing arts circuit by representing TDC at appropriate events/conferences/performances etc.

3. Operations and Personnel

- With the AD ensure that appropriate organisational structures are in place to be able to deliver the company's plans.
- Line management of temporary and part time creative and administrative posts.
- Managing all recruitment.
- With the AD ensure a strong and efficient team.

- Line management of the Company and Participation Manager.
- Keep up to date with and follow best practise in personnel management.
- Oversee legal health of organisation and that activity is delivered following recommendations of good practice, including ensuring the company's statutory obligations (including, but not limited to, health and safety, employment and equal opportunities) are being properly delivered.
- Together with the Artistic Director and senior management team, strategically pursue greater ethnic, class and gender diversity within the organisation and across all Tom Dale Company's activity.

4. Fundraising

- Provide strategic leadership to develop and manage an ongoing fundraising strategy for the company.
- Develop new income streams, including funding applications from the public sector, using the current Business Plan to set income targets.
- Co-author funding applications and ensuring all requirements of any successful applications are met, including the writing of interim and final reports.
- Ensuring that existing funders are serviced as appropriate.
- Seek opportunities for further exploitation of all areas of the company's work, including commercial opportunities and to develop and identify income generating activities.

5. Financial management

- Oversee the timely and financially sound delivery of TDC and projects
- Ensure that the Company operates at all times to the highest level of financial integrity, complies with all legal and regulatory requirements and implements the necessary financial controls to ensure the meeting of a balanced annual budget.
- Oversee management of resources, including financial.
- Oversee the preparation of quarterly management accounts.

6. Marketing

- Develop the company's project and institutional marketing strategy, including print and online tools such as the website and social media campaigns.

7. Governance

- Ensure timely and robust reporting to the Board ensuring all papers are produced to a high standard to inform decision making with support from the Company and Participation Manager.
- Scheduling quarterly Board meetings and other Board sessions as appropriate.
- Working with the Chair of the Board and AD to identify skills gaps and recruit new Trustees to the Board as appropriate.
- Ensure compliance with relevant regulatory requirements and legislation.

8. Advocacy

- Together with the Artistic Director, act as Tom Dale Company's representative and ambassador with major stakeholders and opinion formers at public functions, conferences and sector events and ensure that Tom Dale Company's public image is held in the highest regard as possible.

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Person Specification & Employment Terms

The candidate will be a senior manager in the arts with a track record in strategic planning, complex project producing and budget control, generating income and developing effective relationships

Skills, Knowledge and Experience

- At least 3 years working in a senior management position within the cultural sector
- Ability to take a strategic, long term view, while understanding the building blocks needed to achieve it
- Ability to hold multiple priorities and deal with high degrees of uncertainty
- Experience of overseeing financial responsibility for an organisation and ensuring the delivery of financial targets, including setting and controlling budgets
- Experience of generating income through fundraising
- Knowledge of subsidised, commercial and international touring models
- An active commitment to equality of access and opportunity
- A diplomatic advocate, confident and articulate with excellent communication skills in both written and oral form
- Ability to identify, secure and sustain a broad range of partnerships and networks
- Ability to inspire and motivate a team and win the respect of colleagues and external stakeholders
- An enthusiasm for Tom Dale Company and its objectives
- An understanding of the legal requirements of a charitable organisation
- Experience of working with a Board of voluntary Trustees Employment Terms

Hours: 09.30 am 17.30, 3 days a week to be worked Monday to Friday.

Probation: Six-month probation period (with one-month notice either side).

Period of Notice: Three-month notice period following successful completion of Probation.

Pension: 3% pension contribution, following completion of probation period, through NEST Pensions.

Annual Leave: 25 days annual leave pro rate plus 8 UK bank holidays and the Tom Dale Company office closure over the Christmas period.

Place of work: The role is based at Tom Dale Company offices, The Parlour, 75A Raleigh Street, Nottingham, NG7 4DL.

Due to the nature of the role, some evening or weekend work will be required which can be claimed as TOIL.

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How to Apply

To apply, please submit your CV and a brief statement (maximum two A 4 sides) describing your suitability for the position and specifically how your past experience matches the job description and person specification.

Applicants should provide contact details for two references; we will seek your permission before making direct contact with any referees. All offers of employment will be subject to the receipt of satisfactory references.

Please submit your application by email with 'Executive Producer' in the subject line to laura@tomdale.org.uk by 10am Friday 19th July 2019

Shortlisted candidates will be notified if they will be invited to a first interview by the end of the day on Saturday 20th July 2019.

Recruitment Timeline

Deadline for applications is 10am Friday 19th July 2019

First interviews will take place on either the 24 July at our offices in Nottingham.

Second interviews (if required) will take place on 31 July 2019.

Start date would ideally be the week commencing 7 October 2019.

There will be a handover period with the existing Executive Producer.

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and board of trustees from time to time.
All applicants must be eligible to work within the UK.

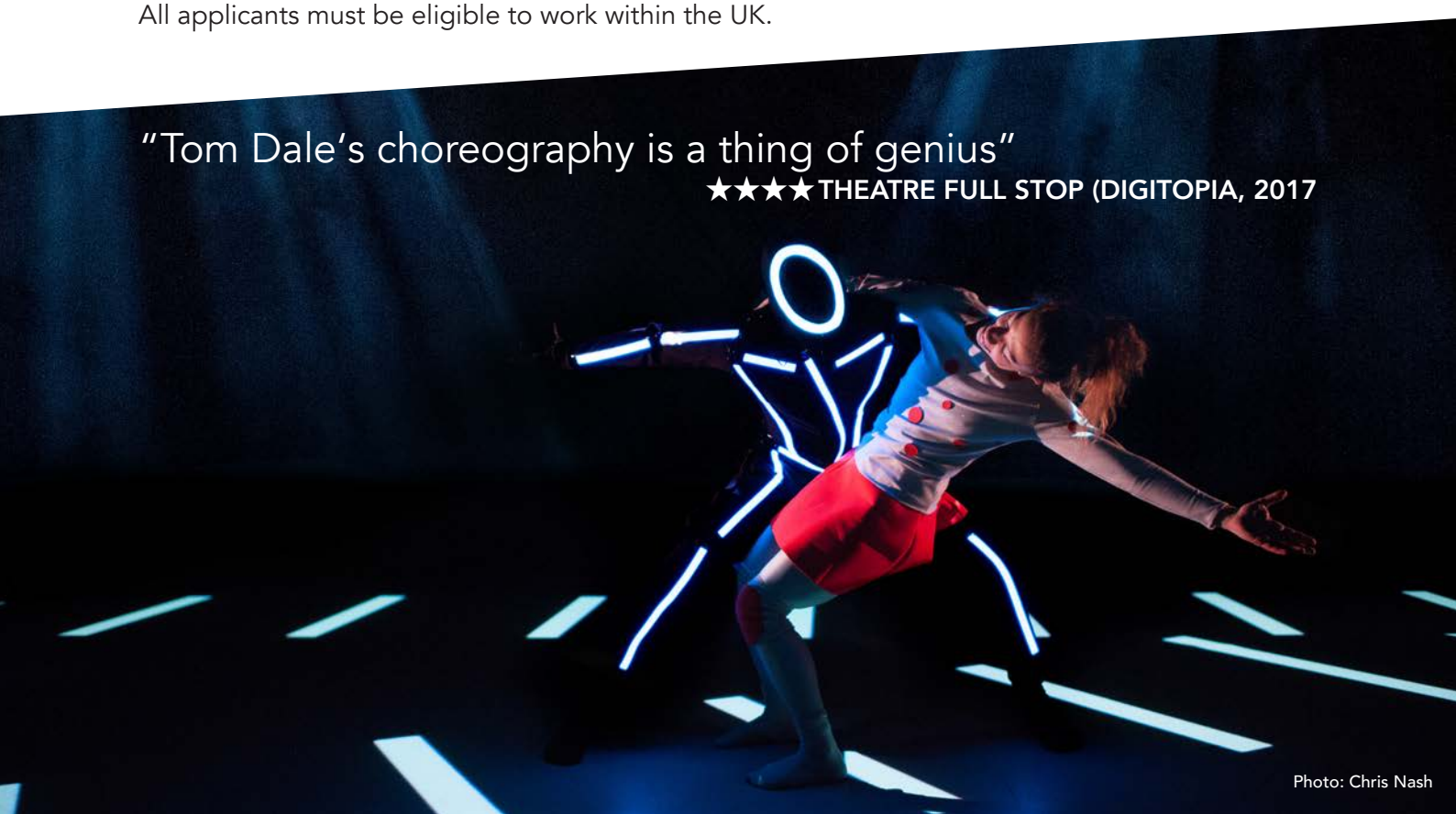

Photo: Chris Nash