

**TOM DALE COMPANY**  
**EXECUTIVE DIRECTOR -JOB PACK**  
**PLAIN TEXT VERSION**



TOM  
DALE  
COMPANY

**WELCOME**

Thank you for your interest in Tom Dale Company (TDC) and the new role of Executive Director (ED). The Executive Director will play a crucial part in shaping TDC's success in the years to come. We are looking to meet someone who both loves and understands Dance empirically and is excited about new performance, platform and partnership opportunities emerging in a rapidly changing and challenging sector.

With the right strategic vision TDC is well placed to create dynamic content and products to capitalise on the opportunities offered within this space. TDC exists to create awe inspiring work, to make audiences think, to allow them to escape and ignite their imagination and to hypnotise in a moment of beauty. I am passionate about dance as an art form.

I love it completely stripped back from digital design as well as in collaboration with digital media where the two visual mediums must give space for each other creating a unique symbiotic relationship.

TDC is a friendly company, we actively pursue equal opportunities and want to employ a diverse workforce, we value all voices and create truly collaborative work that draws on the abilities of the individual. We have built up a small network of artists and collaborators over the years and this needs to be developed as we explore new products and markets. TDC has a diverse and engaged board of Trustees who work with the company to support our position as a leader in the field of contemporary dance and digital art.

We have an excellent reputation locally, nationally and internationally for the productions we create. I became involved in dance because of a love for music, particularly electronic music but this is by no means exclusive. I've taken a lot of inspiration from electronic music and associated products, and I've assimilated these into various works that have toured successfully primarily for "dance house" audiences throughout the UK. Whilst it has been fantastic touring this circuit, I've always wanted to reach the experience seeking audience that I have come from, who attend digital art festivals, electronic music festivals etc. We know there is a huge audience out there who would crave our work if they knew it existed.

When TDC perform at Light Night festivals, we recognise the shift in audience type to being those who would not actively seek out our work at a theatre or arts centre. I want TDC to reach this wider audience demographic which we have been achieving through our film work, VR production and by performing at festivals where the response has been overwhelming. I want to continue to push our work into new markets with different projects.

This is a great time to join TDC as we are in the early research phase of a significant new work and the incoming ED will help shape the way we move forward. The next major output for TDC needs to be ready by early Spring 2026. We welcome submissions from people that remain underrepresented in the dance and immersive arts sector. I look forward to reading your application.

Tom

## **THE COMPANY**

Tom Dale Company has been creating and touring work globally since 2007 and the company has been an NPO of Arts Council England since 2018. We create world-class, collaborative, contemporary performance and digital installation which is brave, explorative, exciting, urban and visceral and we tour this work across the UK and internationally.

We combine dance, new technologies and the digital arts to offer an immersive experience and challenge convention. Our practice is to holistically combine movement, light, sound and energy in a dynamic and shifting relationship within space and time; putting the body at the centre of digital interaction.

Tom Dale graduated from Laban winning the centre's Award for Outstanding Achievement in Choreography. He has danced with leading choreographers and companies including Mathew Bourne's Adventures in Motion Pictures before focusing on creating his own work and forming Tom Dale Company in 2007. It is here that Tom has been able to pursue his artistic vision bringing together artists to collaborate on bold, exciting, innovative projects that interrogate art in motion with a particular synergy with the digital arts and electronic music.

Tom has created all of TDC's work to date including critically acclaimed pieces Rise, I Infinite, Refugees of the Septic Heart, Step Sonic and Digitopia, which won the award for Outstanding Production at the UK's Theatre and Technology Awards 2017 and SURGE for which performer Jemima Brown won the National Dance Award for most outstanding female performance in a modern Choreography 2024.

Tom moved to Nottingham from London in 2012, partly to be close to his collaborative partner Barret Hodgson of Vent Media, and partly due to the strong relationship he had built with Lakeside Arts Centre and Dance 4 (now FABRIC) in Nottingham as well as Deda in Derby. TDC is based in the same building as FABRIC, where we create all of our work. We are a proud member of the strategic cultural partnership of arts organisations that make up Nottingham's performance and visual arts scene. Excellence is evidenced in our reputation, our work, our awards, commissions, peer reviews & partnerships.

## **MISSION**

- to Transform the Audience's experience of Dance.
- to Create a sense of AWE with powerful new shared experiences.
- to Ignite public appetite for Dance.
- to Develop new Audiences.

## **VISION**

- To create world-class, collaborative performance, which is brave, explorative, urban & visceral in real & virtual worlds
- To reach out to people, with opportunities to play, workshop, perform & contribute to how our work develops
- To collaborate cross art-form with extraordinary dancers, media artists, electronic musicians, poets, writers & visual artists to create relevant, exciting & accessible work. We empower all artists to have agency in the product
- To combine dance & digital, to offer immersive experiences & challenge convention
- To develop multiple ways of presenting new work to reach audiences who may not have seen contemporary dance before
- To develop top-class digital art-work & be technically agile with how our work is seen
- To tour this work across UK & internationally.

## **AIMS**

- To be a cornerstone of Nottingham's local, regional & national dance infrastructure & represent the best of UK dance scene globally
- To support the artistic advancement of dancers & artists creating opportunities & supporting CPD
- To invest in growth & development the next generation of professional dancers

## **ROLE OVERVIEW**

**Job Title:** Executive Director

**Responsible to:** Artistic Director/CEO

**Line management responsibilities:** P/T Administrative Assistant (to be recruited) Freelance Book-keeper and Accountancy, social media services, and flexible opportunity to contract Freelance services including Tour Booking and Project Producers.

**Terms:** 40hrs per week.

**Permanent Salary:** £42,000

**Office Base:** Space 2, Dakeyne Street, Nottingham, NG3 2AR

Hours of work: Usual Company hours are worked between 10am – 6pm, Monday – Friday. The role may require working away from home, the office or outside of these hours on occasion. TOIL will be accrued for work outside and in excess of normal hours

**Probationary period:** Six months

The Executive Director will be expected to work from the company's base in Nottingham. We are happy to discuss hybrid solutions to enable staff to balance other responsibilities with their working lives. How this might work can be discussed at interview.

**TOIL** will be accrued for work outside normal hours.

**Probationary period:** Six months Start date: To be mutually agreed, ideally as soon as possible.

**Benefits:** Holidays: 25 days per year + statutory Bank Holidays and Christmas holiday closure

Company Sick Pay Scheme

Training agreed with Line Manager

Employer contributed pension scheme administered through NEST.

Tom Dale Company is an Equal Opportunities employer with an inclusive environment. We welcome applications from people of all backgrounds and experiences. We particularly encourage applications from Deaf, Disabled, LGBTQIA+, Black, Asian, and other global majority background candidates. We guarantee to interview all disabled candidates who meet the essential criteria outlined in the Person Specification. We will support and provide access requirements, which includes during the application process, at interview stage and beyond.

## THE WORK

**SURGE (2021)** ( currently in repertoire ) This visually stunning and award winning futuristic solo explores themes of 'future-human' set in an immersive and mesmerising environment with a fast paced music score and live vocals. This iconic solo show performs in both standard black box theatres and in the round. Receiving 4 and 5\* reviews from all the nationals, SURGE won an NDA (National Dance Award) earlier this year. SURGE has performed at festivals globally, and is popular with family audiences at LIGHT NIGHT and young people's festivals. <https://vimeo.com/925979850>

<https://vimeo.com/805928787/1a516edd31>

**SURGE VR (2023)** :currently in repertoire) An immersive VR digital installation inspired by the live show. Recently showcased at the Museum of Modern Art in Bologna. A 15 minute dance experience for one person, accessed from an Oculus Headset.  
<https://vimeo.com/828323520/d0cc53750d>

**SUB:VERSION (2023)**–UK National Tour: Group Show exploring the intrinsic link between the development of electronic music and its sub-genres and dance from the dual perspectives of participatory activity and aesthetic performance. Premiere Lakeside Arts Centre, Nottingham, national press night The Place.

**SURGE-MAKE ME FEEL (2021)**- short film on BBC i-player. Commissioned by the BBC and One Dance <https://www.bbc.co.uk/programmes/p0bl84zd>

**STEPSONIC** (2019) ground-breaking production that generated sound from the dancers' movement, creating a sonic landscape where the music was composed & mixed live on stage, making each show a unique performance <https://vimeo.com/383985687>

**I INFINITE** (Last performed Krokus Fest 2020) This powerful dance installation originally performed by Tom himself was in the British Council showcase in 2011 and toured globally for 9 years. Part dance, part video installation: Graphic patterns slice through the space, glowing cubes fracture into a myriad of miniscule squares and pools of light hover in the air like oil on water. I INFINITE has performed across the UK, in Tel Aviv, Shanghai, Macau, Zabreb, Hong Kong and across Europe. <https://vimeo.com/280353891>

**DIGITOPAIA** (2016) UK Tour, with MOKO. Dance for children "Consistently engaging, handsomely designed, imagination-triggering piece." Donald Hutera: Winner of the Best Production-Theatre & Technology Awards 2017. <https://vimeo.com/159209845>

## **PARTICIPATION & PARTNERSHIPS**

TDC offer one-off workshops, week-long intensives & special projects working towards a performance. We work regularly with the national CAT programme and create work in residencies with all the major conservatoires. We also have a unique participatory offer - using digital workshops using VR as a creative tool to explore movement.

Urban Explorers (UBX) is our flagship participatory project for professionals & young people, enabling young people, to perform on stage alongside our professional dancers. We are currently developing a national tour of UBX SURGE to four levelling up/priority areas across the UK. TDC is committed to developing young artists careers in dance. We deliver a major INTENSIVE CPD residency project for professional dancers each year.

TDC plays an essential part in the Nottingham Strategic Cultural Partnership and is based in the Creative Quarter of Nottingham. Key regional partners are FABRIC, Lakeside Arts Centre and Nottingham City Council who we work with strategically for events such as Nottingham Light Night. We have active partnerships with both University of Nottingham and Nottingham Trent University, contributing to their research and innovation projects. More information: <http://tomdale.org.uk/>

## **LOOKING FORWARD**

TDC is a contemporary dance company with a National & Global Outlook. We work collaboratively with artists & partners across artforms to make & tour professional live & digital dance. We take risks to utilise the latest ideas & production methods. We harness opportunities that new technologies offer & share our learning in public via performances workshops & innovative products.

TDC is keen to break out of the 'usual' pattern of a touring dance company where we create and tour work to the national network of dance houses, theatres and arts centres with a full

evening of dance. We want to re-invent the audience experience and break out of this mould. The company is currently in R&D to prepare work for a Spring 2026 tour. This new work is likely to be a digital installation, combined with live performance.

## **TESSERACT**

Our new work in development: TESSERACT will be a multi-dimensional immersive installation that fuses digital art, dance, and sound within a tessellated, modular framework of cubes. A powerful immersive experience where colour, technology, and human evolution collide, where digital aesthetics dominate and humanity stands at the precipice of a new, overwhelming reality. It hints at both the allure and danger of living in a hyper-technological era defined by cybernetics, synthetic environments, and an increasingly confusing relationship with reality.

An exploration of the convergence between organic life and technology - the structure becomes a living canvas, where cybernetic visions of colour, light, and sound interplay with the human body and the boundaries between human and machine have blurred beyond recognition. Existing both as an interactive art installation and as a dynamic performance environment, TESSERACT takes you on a visceral journey as soundscapes blend with dance performances and interactive digital art to explore the tension and convergence between organic life and machine intelligence. Throughout the installation, visitors will encounter moments of profound beauty and alienation, as they confront the question: How do we maintain our humanity in a world dominated by technological forces beyond our control?

## **COMPANY STRUCTURE & RECENT REVIEW**

The company is led by Artistic Director Tom Dale, supported by a Board of Trustees. We are a Company Limited by Guarantee, & Registered Charity. For the past 5 years the senior management structure consisted of Artistic Director and Executive Producer.

The EP role was part-time – 3 days a week, supported by a full time Company Manager (Administration) who was also Participation Manager. When our Company Manager left the company, we took the opportunity to do a 360° analysis of our staffing to find the best fit for the company moving forward. This has led to a full staff re-structure and re-imagining of the team.

Our EP will be leaving the company at the end of November and is fully supporting this re-structure and recruitment process. We have decided that a full-time Executive Director is best placed to manage and deliver the strategic and operational management of the company. This post will be supported by a part-time (3 days) Administrative Assistant. (to be appointed by the new Executive Director according to their needs)

The current team also consists of a p/t (freelance) Rehearsal Director / Company Dancer (Participation) contracted to work 3 days a week over 10 months, plus a freelance Production Manager. Dance and Digital Artists are employed on a freelance basis as required, and the company has strong Associate Artists who regularly collaborate with the company.

Book-keeping is undertaken by the Accountants in Xero, and we employ the services of external Marketing and Social Media support.

## **NOTTINGHAM**

Nottingham is located 33 miles (53 km) south-east of Sheffield and 45 miles (72 km) north-east of Birmingham. Nottingham is the 'legendary' home of Robin Hood and to the lace-making, bicycle and tobacco industries. It is a vibrant and busy city with good transport infrastructure connecting it across the UK (just off the M1) London by train is less than 2 hours with late trains running during the week.

The city is surrounded by some beautiful countryside, with the Peak District only 45 minutes away. House prices are fairly reasonable in comparison to other cities. It is a good place to live. In the 2021 Census, Nottingham had a reported population of 323,632. The wider conurbation, which includes many of the city's suburbs, has a population of 768,638. It is the largest urban area in the East Midlands and the second-largest in the Midlands. Nottingham is home to a major regional producing theatre: Nottingham Playhouse, a City Council run touring house Theatre Royal, a small scale touring house: Lakeside Arts, based at University of Nottingham, and a number of smaller university performance spaces. Broadway is the independent cinema and digital arts centre and both universities have research departments in digital arts, gaming and technology.

Nottingham Contemporary is the contemporary art gallery, and we also have New Art Exchange, the UK's largest gallery dedicated to contemporary visual arts from the Global Ethnic Majority. All arts and cultural organisations in the city work closely together, sharing creative staff and resources in a collaborative manner.

The city has a Strategic Cultural Partnership, a body represented by the CEOs of all the major arts organisations, and we work together strategically, most recently to lobby against the 100% cut to culture doled out by the City Council. Nottingham has a Business Investment District (BID) which supports the city's Cultural Tourism offer and its year-round range of small festivals including LIGHT NIGHT, which features Tom Dale Company as one of its leading events. In December 2015, Nottingham was named a 'City of Literature' by UNESCO. The city is served by two universities: the University of Nottingham, and Nottingham Trent University; it hosts the highest concentration of higher education providers in the East Midlands.

## **EXECUTIVE DIRECTOR -JOB DESCRIPTION**

### **Introduction**

TDC is looking for an Executive Director (ED) with extensive strategic planning, operational management, and fundraising experience, to work alongside our Artistic Director (AD) Tom Dale. This is a new, full-time, senior, forward-looking role for Tom Dale Company.

The post-holder will work closely with the AD to consolidate current opportunities, seek out new partnerships and projects and to co-develop the strategic direction of the organisation.

They will also manage creative projects, community engagement initiatives and be responsible for scheduling, strategic development of pitches, bids, and partnership opportunities and management of the distribution of TDC's productions.

This new position is part of a strategic re-structure of roles and responsibilities for TDC with the aim of achieving project goals. The ED will be fully involved in the recruitment and managing of key specialist freelancers to ensure the smooth running of the company's administrative and operational systems and play a key role in delivering the strategic aims of TDC.

### **Role Summary:**

The Executive Director (ED) is a key leadership position responsible for the overall management and together with the AD, the strategic direction of the organisation.

Working closely with the Artistic Director and the Board of Trustees, the ED ensures the successful delivery of our artistic programs, financial sustainability, and organisational growth.

### **Responsible to: Artistic Director/CEO**

This new role is part of a strategic re-structure of roles and responsibilities for TDC. With the aim of achieving the overall mission and creative goals. The ED will be fully involved in the hiring and managing of key specialist freelancers to ensure the smooth running of the company's administrative and operational systems.

### **Key Responsibilities:**

- 1. Strategic Leadership:** Collaborate with the Artistic Director to develop and implement the organization's five-year strategic plan. Provide the strategic framework for the creative vision, ensuring alignment with the organization's mission and values. Identify opportunities for growth, diversification, and innovation.
- 2. Community Engagement and Advocacy:** Represent the organization externally, building strong relationships with stakeholders, artists, and partners- locally, nationally, and internationally. Advocate for contemporary dance and the arts within the local community and beyond. Collaborate with other arts organizations and advocacy groups.
- 3. Financial Management:** Manage budgeting and financial planning. Oversee and manage Fundraising activities: writing bids and working with freelance support. Monitor financial performance, manage cash flow, and ensure compliance with funding requirements. Explore new revenue streams, grant opportunities, funding bids and pitches. Manage the monthly payroll (working with external service) petty cash, invoicing and payments. Manage the external book-keeper and liaise with them to prepare quarterly and annual accounts.
- 4. Operational Management:** Develop and manage day-to-day operations, including administrative functions and facilities. Be responsible for Human Resources Management with support of the Trustees. Work closely with the Artistic Director and Trustees to optimise organisational efficiency. Ensure compliance with Arts Council England NPO reporting, and prepare reports for other funders and partners, as necessary. Ensure



compliance with legal and governance requirements, reviewing policies regularly to ensure best practice. Develop and maintain freelance and employment contract templates ensuring they adhere to best practice and industry standards. Negotiate contract terms, in line with the company business plan and project budgets, for freelance and project staff. Ensure insurance is always up to date and appropriate. Manage the company premises, including external hires. Manage recruitment with AD.

**5. Fundraising and Development:** Cultivate relationships with donors, sponsors, and funding bodies. Particularly ensuring that all Arts Council reporting requirements are met and that a close working relationship is formed. Develop a sustainable fundraising strategy. Lead fundraising campaigns, grant applications, and donor stewardship efforts, working with external freelance support as necessary.

**6. Program Delivery:** Work closely with the Artistic Director to plan and execute artistic programs, performances, and educational initiatives. Ensure high-quality production standards. Oversee, project manage and support all creative program delivery? engagement. Foster a collaborative and supportive environment for artists and freelancers.

**7. Marketing:** Develop and manage management the company's institutional and project marketing strategies, working with freelance marketeers, website, graphic designers, and social media expertise as necessary. Manage the company's social media and mailing list outputs. Oversee management of the company's website.

**8. Governance:** To advise TDC on benefits of appropriate membership organizations. Convene and prepare board papers. Liaise with Board members as required between meetings. Prepare quarterly accounts for the senior Management team & Board meetings. File annual returns.

**9. Other Duties:** Undertake any other company related business as determined by the Trustees and Artistic Director.

## **PERSON SPECIFICATION:**

**1. Passion for the Arts** Demonstrated passion for the Arts with an interest in Contemporary Dance and/or Digital Arts and a commitment to advancing the art form. An understanding of the unique challenges and opportunities faced by contemporary dance organizations, the changing marketplace and distribution channels for digital and live work and the changing expectations from audiences.

**2. Leadership and Vision:** Proven leadership abilities, including managing freelancers and creative teams, setting strategic direction, and inspiring others. Ability to articulate a compelling vision for the organization's growth and impact.

**3. Financial Management:** Experience in financial planning, budgeting, and fundraising. Ability to ensure financial sustainability and efficient resource allocation.

**4. Advocacy and Relationship Building:** Strong communication skills to advocate for the organization and build relationships with stakeholders, including artists, funders, and community members. Ability to collaborate with other arts organizations and institutions.

**5. Strategic Planning and Implementation:** Ability to develop and execute strategic plans that align with the organization's mission and goals. Experience in program development, audience engagement, and community outreach.

**6. Governance and Compliance:** Knowledge of legal and governance requirements for arts organizations. Proven experience of developing and implementing policies that support ethical, fair and safe environments for staff, associates and all working with TDC including EDI, safeguarding and environmental policies. Ability to work closely with the board of trustees and ensure compliance with Arts Council England guidelines. Qualifications and Experience: Bachelor's degree in arts management, business, or a related field (master's degree preferred). Proven experience in arts administration, preferably within the dance sector. Strong financial acumen and budget management skills. Excellent communication, negotiation, and relationship-building abilities. Passion for the Arts and a commitment to promoting diversity and inclusion.

## **APPLICATION PROCESS**

If you would like an informal and confidential conversation about the role, please contact either Tom: [tom@tomdale.org.uk](mailto:tom@tomdale.org.uk) or Michaela: [Michaela@tomdale.org.uk](mailto:Michaela@tomdale.org.uk)

If you require reasonable adjustments or would like the pack in an alternative format, please contact Michaela.

**Closing date: Monday 21st October 2024 at 12 noon.**

Applications will be acknowledged by email on receipt. We will inform candidates invited to interview by Friday 25th October.

**Interviews:** Thursday 07 November 2024 at Fabric in Nottingham.

The interview panel will consist of Tom Dale; Trustees Kate Stoddart and Sooree Pillay plus Paul Russ from FABRIC.

The interview will be preceded by the opportunity for an informal chat with current Executive Producer Michaela Waldram-Jones.

Reasonable travel expenses will be reimbursed for interviews.

## How to Apply

1. Please provide a statement – either up to 3 sides of A4 at 12pt, or a voice recorded version of this document, or a video that is a maximum of six minutes. Please include a We Transfer / digital online link if sending a large digital file.

2. Your CV

3. Contact details for 2 referees (including their email)

4. A completed Equal Opportunities monitoring form:

<https://tomdalecompany.wufoo.com/forms/mp7yhcf037fjm6/>

Your statement should outline why you would like to work with TDC, the skills and experience you would bring to the role with reference to the person specification, and what difference you would make to the company at this moment. Please email your application with the subject line EXECUTIVE DIRECTOR ROLE followed by your name to [hello@tomdale.org.uk](mailto:hello@tomdale.org.uk)

Thank you for your interest in Tom Dale Company and we look forward to hearing from you.