

## **DANCE TUTOR JOB DESCRIPTION**

Closing date: Friday 5 July

Interview date: Friday 12 July

Start date: Monday 19 August 2019

### **Background information**

Dance North is at the vanguard of contemporary dance. We're on a mission to promote and produce bold and imaginative events that offer people from across the globe to just down the road new opportunities to experience dance. Our reputation is built upon a potent combination of risk-taking, quality and a commitment to challenging expectations. Whether we're introducing rural audiences to trailblazing contemporary dance, supporting experimental dance practices, or initiating local community dance activities, we see ourselves as leaders in our field.

In 2015, Dance North piloted its participation programme, delivering classes and workshops for children, young people (including the establishment of Bodysurf Youth Dance), older people and people with additional support needs. Buoyed by local enthusiasm and increasing demand, the programme continues to grow with the potential to employ an additional dance tutor to deliver dance activity throughout 2019-21.

### **Purpose of the Role**

The purpose of the Dance Tutor will become an instrumental part of our participation team delivering a high-quality participation programme for all ages and abilities across Moray and the surrounding areas. These activities will include classes in formal and informal settings, and one-off blocks of workshops in partnership with visiting artists and companies and organisations.

Working closely with the Dance Development Manager and the Dance North Team (which comprises of the Creative Director, Finance Manager, Projects and Operations Manager, and Communications Officers), the Dance Tutor will deliver dance activity, forge and strengthen partnerships, pursue performance and training opportunities, and assist with promotion and monitoring.

### **Key Responsibilities**

1. Work closely with Dance Development Officer to plan and deliver dance and movement activity for children, young people, adults, older people and people with additional support needs in Moray and the surrounding areas, building upon what has already been achieved and ensuring its integration with Dance North's overall artistic vision.

2. To engage with and enthuse local communities to take part in dance and movement activity provided by Dance North.
3. To pursue training opportunities for community participants, with a particular focus upon supporting young people to pursue pathways to dance as a vocation.
4. To forge new and strengthen existing partnerships with organisations and individuals across sectors.
5. To work closely with the Dance North team to:
  - Promote the Participation Programme
  - Provide administrative support to maintain records of attendance, mailing lists, monitoring and evaluation, as well as organising classes and events.
6. To deal with, or pass on as appropriate, correspondence and enquiries in relation to the Participation Programme.
7. To keep up-to-date with relevant regulations, legislation and policies that relate to the Participation Programme.
8. To undertake any training required to fulfil the role of Dance Tutor.
9. To attend meetings on behalf of Dance North as required.
10. To work closely with staff and volunteers to aid in the efficient running of Dance North on a day-to-day basis.

This job description should not be considered an exhaustive list of duties, and other duties not included above may arise, which the post holder will be expected to fulfil. These additional duties will be determined by circumstances and be as and when required.

### **Personal Specification**

Essential:

- A minimum of HND or degree level qualification in contemporary dance or equivalent professional experience.
- Demonstrable experience of delivering participatory dance and movement activities.
- The ability to develop good working relationships with people of all ages and abilities.
- Experience of working with people who have physical, hidden and/or learning disabilities, with an awareness and ability to recognise that participants might need tailored classes.
- Good knowledge of the Scottish and UK contemporary dance sector.
- Excellent organisational skills - ability to manage time effectively and prioritise workload
- IT skills - familiarity with Microsoft Word, Excel and web software, as well as social media platforms.
- Full driving license and access to a vehicle with a willingness to work at locations across Moray and surrounding areas.
- An Enhanced PVG Disclosure or willingness to obtain one.

Desirable:

- Experience of working in a rural situation.
- Interest in developing a career in arts engagement.
- Interest in Dance North artistic programme.
- Have a first aid qualification or willingness to obtain one.

### **Terms and Conditions**

Please note that the written contract of employment will include the following terms:

- The post is offered on a one-year basis, with a strong possibility of continuing until March 2021.
- A probationary period of three months will apply, during which time either party may give one month's notice of their wish to terminate the contract. (except in cases of misconduct).
- The working week will be 22.5 hours. The post holder must ensure flexibility in their availability to meet the needs of the Participation Programme (e.g. evening and weekend work).
- The post of Dance Tutor is offered at £22,000 pro rata. The level of appointment will be determined by the candidate's previous experience.
- Dance North's office is based in Findhorn, but much of the Participation Programme will be delivered in locations throughout Moray and the surrounding areas.
- At any time during the term of this contract, the post holder will not take any additional dance work within Moray and the surrounding areas without prior agreement from Dance North.
- All staff are obliged to act in accordance with the organisation's policies and procedures, including an Equalities, Diversity and Inclusion Policy, Health and Safety Policy, Policy for the Protection of Vulnerable Groups, and Environmental Policy.

### **How to apply**

Please send a CV and covering letter, detailing why you think you're the person for the job by email to [info@dancenorth.scot](mailto:info@dancenorth.scot) or write to Dance North Scotland, Findhorn Hive, 567 West Whins, The Park, Findhorn, Moray, Scotland, IV36 3SH by Friday 5 July 2019.

If you have any questions about the position, please contact Gail Sneddon (Dance Development Officer) on 01309 691661 or [gail@dancenorth.scot](mailto:gail@dancenorth.scot)