



**Projects Manager
Job Information Pack**

Stopgap Dance Company creates inclusive productions with disabled and non-disabled dancers for national and international touring. The company receives core NPO funding from Arts Council England to devise and tour original dance productions and through its trainee programme, Sg2, nurtures the next generation of disabled dancers in the UK.

Stopgap Dance Company places great importance and emphasis on having a diverse team, so the company is particularly keen to receive applications from people who consider themselves to have protected characteristics or in disadvantaged circumstances. Those from Black and South Asian backgrounds are not represented in our management team, so we particularly encourage applications from people in these groups.

The company has a track record of nurturing talent across the organisation and welcomes applicants who may not have all the necessary experience for this role but can demonstrate enthusiasm and the ability to learn.

Closing date: 20 November at 5pm

Interviews will take place over Zoom in week commencing 23 November

Salary: £24,000 - £26,000 dependent on experience

Hours: 37.5 hours a week, flexible working. Evening and weekend work may be required. Stopgap Dance Company operates a time off in lieu (TOIL) system. We are open to candidates proposing to take up this role on a part-time and/or job sharing basis and encourage them to state this in their application. We hope the flexibility will encourage those with caring responsibilities, health needs or freelance/contractual workers whose work patterns have become irregular or reduced.

Responsible to:

Executive Producer

Contract: This is a fixed term contract until 1 April 2021, made possible through the Government's Cultural Recovery Fund.

Start date: As soon as possible

Location: Stopgap are based at the Farnham Maltings, Surrey, but this role will mostly be delivered remotely from the postholder's own home. As the contract goes on more face to face work may be required.

Application: We accept alternative forms of application. The most important document is a covering letter or video/audio recordings outlining why you would be suitable for the post. It would be helpful to receive a CV also. Please send your application to Sho Shibata on admin@stopgapdance.com.

Equal Opportunities: Stopgap Dance Company is a keen advocate of Equal Opportunities in all aspects of our work. In order to analyse how well the company is reaching out to candidates with a wide range of backgrounds, it would be hugely useful if you could fill out an equal opportunities form [here](#).

For more information about Stopgap Dance Company, please visit:

<http://stopgapdance.com/about>

Purpose

Working as a part of the management team, the Projects Manager will provide vital support with the delivery of high quality artistic and development programmes. Due to the ongoing uncertainty posed by Covid-19 pandemic, the schedule and the nature of deliverable projects are constantly changing. We are therefore keeping the listed responsibilities further below relatively loose. However, main projects during the duration of the contract are scheduled to include:

- Home Practice – a self-guided programme of online workshops with inclusivity at its heart. The programme has been designed for people to access in their own homes in their own time.
- Dance on film – re-releasing of existing dance on film works by the company or other inclusive/disabled dance artists/companies
- Youth dance and community outreach programmes and teacher training projects (all initially delivered online until Jan 2021 at the earliest)

Key Responsibilities

Project Management:

- To take management lead on a number of Stopgap's artistic work, being the central point of contact for information for the Artistic Director, dancers and other production and creative teams
- To take management lead on Stopgap's professional development programmes for internal and external practitioners, being the central point of contact for information for the Artistic Director, dancers and project partners
- To support the management team with research for presentation opportunities for new digital works (both artistic and education/outreach)

- To manage and oversee day to day administration of these projects ensuring that deliverables are produced on schedule
- To support with reporting to stakeholders - boards, funders and project partners

Fundraising:

- To investigate, instigate, support and actively participate in fundraising activities for projects
- To manage and oversee day to day finance of these projects through monitoring budgets and reporting to Executive Producer

Person Specification

Essential:

- Highly motivated with a desire to succeed
- Approximately 3 years of experience of working in the creative sector
- Proven strong project management experience
- Experience of working with artists
- Experience of working with communities across a wide geographic spread
- Proven ability to adapt to change
- Proven excellent organisational ability
- Strong communication skills
- Ability to prioritise workload/good time management
- High level of attention to detail
- Punctuality
- Commitment to equal opportunities
- A proven self-starter, able to take the initiative and make decisions

Desirable

- Knowledge of dance industry in UK
- Knowledge of the disability arts scene in the UK
- High level of computer literacy

Essential Soft skills essential for all members of the team:

- Embrace and nurture the company's shared values of honesty, integrity, pursuit of excellence, mutual respect, co-operation and generosity towards each other. *(These underpin every aspect and decision made within the company and create an open, supportive culture where creativity and each person thrives)*
- Be inspired by and passionate about the work of the company
- Be determined in the pursuit of excellence continually working to improve the current situation and seeking opportunities and practical solutions to do this
- Be hungry/motivated by learning new skills without sacrificing attention to detail
- Contribute to the company climate of achieving, being mutually supportive and ambitious for the company as an entity, and for each individual within the team
- Work towards ensuring that all company members are empowered (including yourself) and contribute by being a strong positive role model

- Nurture partnerships and be flexible and responsive to partners' needs, as long as staying true to the company ethos, ensuring internal and external contact with any aspect of the company is a liberating and empowering experience