



Creative Learning Manager – Part Time Job Share Information Pack

ABOUT STOPGAP DANCE COMPANY:

Stopgap Dance Company is driven by a diverse creative team who uses dance as a movement for change.

Our vision is to create an inclusive world where diversity is not just accepted but pursued, a world where no one is limited by prejudice against D/deaf, disabled, or neurodivergent people.

Working with an artform shaped by human touch and energised by the spark of connectivity, our productions demonstrate the compelling power of diversity and inclusivity. We move together to create a remarkable experience that transforms society's perceptions of difference and dismantle the inequity of privilege, in dance and in all aspects of living, collaborating, and creating together as humans.

Our work is both focused on and born out of the company's rigorous investment in equity and inclusive culture. We are committed to removing barriers to dance, nurturing the talents of dancers born into any body and any mind.

The company receives core National Portfolio Organisation funding from Arts Council England to devise and tour original dance productions.

APPLICATION PROCESS:

Deadline for applications: 7th December at 9am

Interviews will take place on 15th December at the Farnham Maltings

Application: We accept alternative forms of application. The most important thing is a covering letter outlining why you would be suitable for and interested in the post. This can be written or a video or audio recording. Please also include your CV if possible.

Please send your application to Charlotte Mackie, General Manager, on admin@stopgapdance.com by the deadline.

Please also complete our Equal Opportunities Monitoring form online here - <https://docs.google.com/forms/d/e/1FAIpQLSdNi5rRUc0KCPtpil4s0jywI0ZSR1wLI1FB8s70wi4J44dTtw/viewform>

Salary: £24,500 - £26,500 pro rata dependent on experience

Hours: This role is a part-time job-share with our Creative Learning Manager who is returning from maternity leave in January. Both people will work 22.5 hours a week with at least one day of crossover. Mostly weekdays and flexible. Evening and weekend work may be required from time to time. Stopgap Dance Company operates a Time Off In Lieu (TOIL) system.

Work base: Stopgap's office is at the Farnham Maltings (Bridge Square, Farnham, Surrey, GU9 7QR), there is also the opportunity for some home working. Applicants should live within commuting distance of Farnham.

Contract: One year Fixed Term contract with option to extend (dependent on funding)

Start date: Ideally week beginning 9th January 2023

For more information about Stopgap Dance Company, please visit:

<http://stopgapdance.com/about>

Stopgap Dance Company is particularly keen to receive applications from people who consider themselves to be in minority groups or be in disadvantaged circumstances.

ABOUT THE ROLE

The Creative Learning Manager(s) lead the Creative Learning team and plan and lead on the administration for all of Stopgap's Creative Learning activity. They are supported by the Community Engagement Artist and overseen by the Co-Artistic Director.

The roles and responsibilities will be split between the two people. One of the main focuses of this part of the job-share will be actively promoting and advertising workshop opportunities to schools and colleges:

External Workshops and Residencies

Stopgap regularly run engagement workshops in primary, secondary, Special Educational Needs and Disability Schools, and these workshops provide brilliant opportunities for children and young people to work with disabled and non-disabled role models.

The Creative Learning Manager leads on the advertising, promotion, administration and organisation of these external workshops and residencies by:

- Actively promoting workshop opportunities to potential schools, colleges, Special Educational Needs and Disability Schools to meet financial targets for workshop income

- Nurturing and managing existing relationships with schools, colleges, Special Educational Needs and Disability Schools
- Managing long-term partnerships and projects with schools and colleges including regular residencies- locally, nationally, and internationally
- Working with the Administrator to ensure smooth booking process for workshops including contracting; information gathering; assigning teaching team; creating information pack for the teaching team; booking travel and accommodation and invoicing.
- Managing and collating workshop monitoring forms and evaluations and updating the company systems accordingly

Other parts of the Creative-Learning job-share, likely to be covered by the existing person, are:

Youth and Adult Performance Companies:

Stopgap run a range of youth and adult community dance groups across the southeast of England, who all use our inclusive dance syllabus IRIS. These provide stimulating experiences for enthusiastic participants, some of whom go on to enter our apprentice scheme.

This role leads on the administration for running Stopgap's Youth Companies including:

- Managing Freelance teachers including contracting them
- Creating and distributing registers and photo consent forms
- Managing and logging term fee payments
- Creating and distributing termly newsletters for participants
- Organising the annual Winter Platform performance each December
- Organising one off 'experience' days and residencies outside of term-time
- Recruiting new participants for the Youth Companies
- Organising logistics and liaising with organisers for community performances by youth companies and adult performance group
- Ensuring suitable space hire for all regular youth companies

Teacher Training and Artist Development

Stopgap have a range of online and in-person training opportunities for disabled and non-disabled dance artists and teachers. The Creative Learning Manager manages and oversees the smooth running and development of all of these. We have annual self-organised programmes, which are:

- [Seedbed](#): weekly inclusive teaching training course held online for 12 weeks once a year
- [IRIS](#): an inclusive dance syllabus that gives teachers a framework to develop the disabled dancers of tomorrow with an annual summer intensive for teachers; online teacher training and peer support for existing IRIS teachers

- [Creative Tank](#): an annual 3 day intensive opening up the company's current inclusive practice to other like-minded dance artists

For all of these, and other related projects, the role will include recruiting and managing participants from sign-up through to attendance; booking space; overseeing and managing online spaces including being there for tech support; ensuring adequate access support is available for all participants; allocating and contracting teachers; working with the comms team to market and promote the courses; managing payments; ensuring all evaluations are completed and logged and managing online information sharing platforms (currently moodle)

In addition to self-organised programmes, we advertise and promote artist and teacher training opportunities to dance organisations, conservatoires, schools etc. The Creative Learning Manager leads on the promoting, administration, and organisation of these opportunities

Shared duties:

General duties

- Booking studio space for relevant projects with the support of the Administrator
- Liaising with Comms team to plan Creative Learning comms activity and advertising
- Managing and monitoring Creative Learning project budgets
- Collating information and submitting forms for DBS checks with the support of the Administrator
- Completing reports for Creative Learning funders, including Children in Need and Short Breaks for Disabled Children
- Actively recruiting and managing Volunteers for Youth Companies, events, and projects

Other duties

- Representing Stopgap at meetings
- Being the Designated Safeguarding Lead(s) for the company and keeping on top of safeguarding policies/legislation alongside the General Manager (training will be provided)

This list of duties and responsibilities is not exhaustive and is reflective of the current work pattern for this role, which will be collaborative between both people in the job-share. It may be revised by the employer as and when necessary.

Person Specification

Essential:

- Approximately 3 years of experience of working in the creative sector
- Proven strong project management experience
- Proven ability to adapt to change
- Good interpersonal skills and the ability to work as a team member
- 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 self-starter, able to take the initiative and make decisions

Desirable

- Knowledge of the arts scene and disability arts scene in the UK
- Experience working in a Creative Learning role/ department

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 thrive)*
- 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 everyone 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, if staying true to the company ethos, ensuring internal and external contact with any aspect of the company is a liberating and empowering experience