

Creative Learning Producer

As part of a major step change in our activity and operation we have been undergoing a staffing restructure. Following a successful fixed-term pilot phase this is a brand new full time post at Motionhouse commencing January 2020.

Job description

Purpose of the post, in line with the Motionhouse Business Plan:

- To develop, manage and deliver a wide-ranging programme of creative participatory projects for all ages and needs across education and community settings, within the profession and wider sector, and as part of our wider programme both at home and on tour.
- To meet financial targets and deliver agreed development plans.

Duties and responsibilities:

Programme delivery and development:

- To build networks and partnerships, and manage bookings, planning and delivery of the Creative Learning Programme
- To develop links with local schools and those across the country, developing a robust and wide ranging offer to increase Motionhouse's activity in schools
- To develop and coordinate our studio based community classes, increasing participant numbers, introducing new classes and building a diverse and accessible programme including holiday activities
- Working with the wider team and in line with our programme, to develop and deliver targeted creative projects with different communities
- To liaise with the marketing team on marketing needs and targeting of projects
- To act as the first point of contact in programming and administration of all education and learning activity, to include agreeing fees, issuing contracts and collecting and collating feedback and evaluation
- To develop robust and appropriate evaluation methods and disseminate to the wider team
- To manage Artsmark and Arts Award schemes, activity and reporting
- To develop new strands to our programme in line with the Creative Case for Diversity
- To put in place training for the dancer team as required by the programme
- To write reports as required for funders, partners, colleagues
- To be Safeguarding lead and manage any safeguarding, chaperone or other compliance concerns relating to the programme of activity

Meeting targets through earned and fundraised income:

- To develop and co-ordinate new projects and initiatives, working with the Development Director and Fundraiser to meet targets
- To work to agreed delivery targets
- To seek new partnerships
- To build new markets
- To meet agreed income targets
- To actively fundraise for learning projects

Sector development:

- To build links with the wider sector
- To work closely with the senior dancers to manage and develop both our CPD activity and our apprenticeship programme
- To work with the Artistic and Executive Directors and dancers on the delivery of targeted activity with universities

Using the performance programme to develop new projects and inspire participants:

- To develop the open rehearsals programme

- To manage and develop our pre and post show talks and wrap around activity
- To develop excellent education resources
- To develop and manage tour specific learning activity
- To develop our relaxed performance offer
- To work closely with the marketing team on audience development initiatives
- To work closely with commissioning partners to develop appropriate activity to enhance and build these relationships
- With the Artistic and Executive Directors, to develop then manage a comprehensive R&D and development programme with young people as we develop our Nobody production for 2020
- To develop community links for other projects in development

General

- To maintain confidentiality in relation to personnel issues and always have regard to promoting and preserving the reputation of the company and its employees
- To undertake any other reasonable duty as requested by the Executive Director
- To operate within key policies and in line with the staff handbook

The Creative Learning Producer will be responsible for the Dancer & Education Lead and will work with the programming team to involve the wider company as appropriate in the development and delivery of learning projects.

The Creative Learning Producer will be responsible to the Executive Director

Further information

Salary £30,000 per annum, paid on a monthly basis. There is a pension scheme.

Working hours 40 hours per week, variable and including weekends and evenings.

Overtime No paid overtime: we operate a time off in lieu system.

Holiday 25 days plus statutory holidays.

Probationary period Six months.

Notice period 2 weeks within probation period. Three months thereafter.

Person specification

	Essential Criteria	Desirable Criteria
Education/Qualifications	A dance degree or equivalent in experience.	A qualification in Dance Education or community dance delivery.
Experience/Knowledge	<p>Experience delivering a wide range of excellent dance educational activity</p> <p>Experience in brokering partnerships</p> <p>Experience in fundraising.</p> <p>A sound knowledge of safeguarding young people</p>	<p>Experience working in an arts organisation</p> <p>Knowledge of or experience in delivering Artsmark and Arts Award schemes</p>

	Experience working in a busy team, managing a large workload and priorities	
Skills/Abilities	<p>Creative and highly adaptable</p> <p>High level of accuracy and attention to detail</p> <p>Excellent organisational and prioritising skills</p> <p>The ability to problem-solve, multi-task and use own initiative whilst working under pressure</p> <p>Excellent interpersonal skills</p> <p>Excellent written and verbal communication skills</p> <p>High level of computer literacy, including Microsoft Office – Word, Excel, Outlook, PPT, Publisher, etc. and Photoshop</p> <p>The ability to work both independently and in a team</p> <p>The ability to work to deadlines</p>	<p>At least 3 years experience in a similar post within the dance industry.</p> <p>Clean and current driving license</p> <p>Experience of driving a minibus or similar vehicle</p>
Personal attributes	<p>Outgoing - a natural communicator and sales person</p> <p>A lover of dance and the arts</p> <p>Excellent team player</p> <p>Flexibility to work evenings and weekends</p> <p>Creative, hands on and enthusiastic</p> <p>A strategic thinker and a self-starter. Highly motivated and enthusiastic</p> <p>A willingness to become part of a small, committed and enthusiastic team</p> <p>Commitment to high standards</p> <p>Interest in continuing skills development</p>	

	Ability to work under pressure Ability to work with minimal supervision and to act on own initiative	
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Application Procedure

To apply please email your application to Louise@motionhouse.co.uk

You should send a covering letter setting out clearly how you meet the person specification for the post, detailing relevant experience and your ability to deliver the duties set out in the job description. Let us know why you would like to work for Motionhouse. Please also attach your CV and details of two referees. Please also let us know in your cover letter where you saw the advert for the post.

In preparation for your application, and for more information about the company we recommend that you visit www.motionhouse.co.uk

Closing Date for Applications: Friday 1st November

First interviews on 12th November with second interviews on Thursday 14th November

Motionhouse champions equality and is firmly committed to creating a culture that respects and values diversity, inclusivity and equality. We welcome applications from people from all backgrounds.

About Motionhouse

Founded in 1988 by Louise Richards and Kevin Finnan MBE, we create world class dance-circus productions that tour extensively to rave reviews from our audiences across the globe. From full-length productions for theatre touring to flexible work for the outdoors and large-scale performance events, our sell-out productions integrate athletic physicality, powerful narrative, incredible digital imagery and emotive sound scores.

Our work takes its inspiration from common human concerns and our connection to the world in which we live, with recent works exploring flooding, the pressure of time, fear and captivity, and our relationship with water, the Earth and energy. Our dancers perform on stunning sets, alongside JCB diggers, with aerialists and singers, in incredible settings and to breath-taking effect.

Our full-length productions tour to theatres across the UK and internationally. We seamlessly integrate digital imagery with live performance, creating a 'living film' that draws audiences into the magical world on stage. Powerful and emotive, these productions inspire and move; generating repeat tours, large audiences and reinforcing our reputation as an outstanding touring company. Recent years have seen two highly acclaimed US tours, as well as tours of mainland China, Hong Kong, Macau, Japan, and regular appearances throughout Europe.

Pioneers of outdoor dance, our range of flexible productions tours to festivals and non-theatre spaces. These short, sharp injections of dance and circus are designed to be performed outdoors and up-close rather than in a conventional theatre. Immensely popular on the international festival circuit, we tour this work extensively to enormous crowds and great acclaim, inspiring audiences who are not necessarily familiar with dance. These works are also increasingly popular for corporate and other events.

With a three-decade track record of creating work in unusual settings, we have secured a reputation as the 'go to' company to create visionary large-scale outdoor events. From beaches to stately homes and from animating a working harbour to bringing an inner city wasteland to life, as well as being commissioned to celebrate the London 2012 Olympic Games from bid success through launch to opening, we are renowned for our spectacular large-scale outdoor events. Our Artistic Director Kevin Finnan MBE was Choreographer and Movement Director for the Opening Ceremony of the London 2012 Paralympic Games.

We have an enviable reputation for delivering an excellent programme of education and training at our studio in Leamington Spa, throughout the UK and further afield. We deliver a wide range of learning and training projects, in schools and in the community, for students and for young professionals, focusing on skills-development and creativity. Our teaching is accessible and inspiring and emphasises a sense of achievement for all. We offer a range of activities for all ages and abilities and frequently offer the opportunity to develop creative work for performance. See our classes page for both weekly and regular holiday classes at our home base and explore our learn and train pages to find out more about the range of opportunities we offer.

Motionhouse is supported using public funding through Arts Council England.