



Creative Learning Coordinator Job Pack

About Motionhouse

Incredible dance-circus: pushing movement to its limits since 1988

Based in Leamington Spa since 1988, we create and tour a wide range of inspiring and powerful dance-circus productions to theatres and festivals in the UK and across the globe. Our distinctive, highly physical style integrates elements of circus and acrobatics with breath-taking dance to surprise and delight our audiences, using powerful narrative and incredible digital imagery. Our accessible dance-circus style attracts large audiences, in a normal year, performing to 120,000+ people. Pioneers of outdoor dance, we take world-class dance-circus to audiences in a range of settings, from full-length touring theatre productions to outdoor work at festivals or in the street, in the heart of people's communities, reaching children, young people and families, free of charge, in some of our most deprived communities. We also offer a vibrant programme of education and training activities for all ages, including classes, post-show discussions, workshops in schools and a range of professional development opportunities.

Motionhouse was founded by Executive Director Louise Richards and Artistic Director Kevin Finnan MBE who still lead the company. With an ethos that dance is for everyone, our mission is to make world-class dance accessible to all. We believe that dance has the power to illuminate the human condition and to change lives, enriching our emotional world and making a positive impact on educational and cognitive development and on health and wellbeing.

We work collaboratively with an extensive network of partners in dance, the arts, digital industries, universities, colleges, schools, and the community, with many partnerships, particularly in our home region of the West Midlands. Our distinctive contribution to UK dance is recognised by our inclusion in Arts Council England's National Portfolio. We have an experienced [Board of Trustees](#) with strong governance expertise. We are a mature, resilient and creative organisation, a resourceful arts business and effective charity, with a track record in shaping how dance is defined and performed, in training the dancers of the future, offering life-changing participatory activities and inspiring teaching: enriching lives through the transformative power of dance regardless of age, ability, background or financial means.

Current context

You will be joining the company at a pivotal time as we rebuild after the impacts of Covid-19. Having had all bookings cancelled in 2020 and the first half of 2021 due to government restrictions, our goal and our challenge is now to rebuild the company as theatres and festivals begin to reopen. We are determined to 'Come back dancing' as illustrated in [this video](#). With bookings in place for our outdoor work this summer, and an extensive UK and European tour in place for our new theatre show Nobody, which will premiere in London in September 2021, this is an exciting time to join us and be part of the team that achieves our goal to rebuild. If you'd like to be part of this important moment for the company, please get in touch.

Where we are based

We have two exciting spaces at the heart of Leamington Spa in Warwickshire. We have recently moved into a new creation and rehearsal space in Leamington Town Hall. Our move is part of wider plans by Warwick District Council in their Creative Framework that puts creativity at the heart of the town's programme to offer residents an enriching place to live. We run our youth and community programme from our office and studio space in Spencer Yard, located at the heart of the new Creative Quarter currently under development. Leamington is a

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vibrant and diverse town, home to a wide range of people who work in businesses based locally – from Jaguar Land Rover and Aston Martin, to around 20 leaders in the video game industry, the National Grid, the University of Warwick, Bravissimo and many more. It offers a range of high street chains as well as thriving local shops, cafes and restaurants. It is well connected by train and road, with the M40 arriving directly and a link to the M1 and M6 not far. Coventry is a 15 minute drive or train journey, and there is an excellent and regular train service to Birmingham (30-45 mins) and London (1h15-1h30).

Watch our [showreel](#) of exciting work.

Examples of our dynamic and powerful outdoor and theatre productions



Audiences enjoy *Captive* at B-FIT in the Street Festival, Bucharest, Romania. Image B-FIT



WILD attracts large crowds of shoppers in the Bullring, Birmingham. Image Simon Hadley.



Above left, *Charge* and here *WILD*, captured by Dan Tucker

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Creative Learning Coordinator Job Description

The aim of this role is 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.

The Creative Learning Co-ordinator reports to the Programme Producer.

Areas of responsibility:

Programme delivery and development

1. To build networks and partnerships, and manage bookings, planning and delivery of the Creative Learning Programme.
2. 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.
3. 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.
4. 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.
5. Working with the wider team and in line with our programme, to develop and deliver targeted creative projects with a range of communities including professionals.
6. Continue to ensure our learning programme is in line with the Creative Case for Diversity.
7. To work with the communications and audience team to promote the company's education and outreach activity.
8. To develop and deliver robust and appropriate evaluation methods and disseminate to the wider team.
9. To manage Arts Mark and Arts Award schemes, activity and reporting.
10. To write reports as required for funders, partners, colleagues.
11. To be Safeguarding lead and manage any safeguarding, chaperone or other compliance concerns relating to the programme of activity.
12. To co-ordinate and support the Motionhouse Youth Board.

Meeting targets through earned and fundraised income:

1. To work to agreed delivery targets.
2. To seek new partnerships.
3. To build new markets.
4. To meet agreed income targets.
5. To support fundraising for learning projects.

Sector development

1. To build links with the wider sector.
2. To represent Motionhouse as a key stakeholder on learning focussed networks eg Warwickshire Cultural Education Partnership, Dance Development Leaders Group and others.
3. To work closely with the senior dancers to develop both our CPD activity and our apprenticeship programme.

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

1. With the Programming team, to develop our pre and post show talks and wrap around activity.
2. To develop excellent education resources.
3. With the Programming team, to support tour specific learning activity and work with commissioning partners to develop appropriate activity to enhance and build these relationships.
4. To develop community links for other projects in development.

General

1. To maintain confidentiality in relation to personnel issues and always have regard to promoting and preserving the reputation of the Company and its employees.
2. To undertake any other reasonable duty as requested by the Programme Producer to further enhance the effective management and delivery of the Company's activities.
3. To operate responsibly within all Company policies and initiatives.
4. To attend meetings and complete training courses as necessary.
5. Evening and weekend work will be required.
6. All staff are expected to promote and ensure the implementation of the equal opportunities policies of Motionhouse and to respect data protection laws.

Further information

Salary £25,000 to £27,000 per annum, paid on a monthly basis. There is a pension scheme.

Working hours 37.5 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.

Motionhouse champions equality and is committed to creating a culture that respects and values diversity, inclusivity and equality. We welcome applicants from all sections of society and positively encourage applications from people who are underrepresented in our sector, including those from working class and ethnically diverse backgrounds or who experience racism, people who are neurodivergent, people with disabilities and people from the LGBTQ+ community.

Creative Learning Coordinator – person specification

	Essential Criteria	Desirable Criteria
Education/Qualifications	A strong foundation in dance practice and application.	Experience of working across a wide range of settings.
Experience/Knowledge	<p>Experience delivering a wide range of excellent dance educational activity.</p> <p>A sound knowledge of safeguarding young people.</p> <p>Experience working in a busy team, managing a large workload and priorities.</p>	<p>Experience working in an arts organisation.</p> <p>Knowledge of or experience in delivering Arts Mark and Arts Award schemes.</p> <p>Experience in partnership working.</p>
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>Good written and verbal communication skills.</p> <p>Computer literacy, including Microsoft Office – Word, Excel, Outlook.</p> <p>The ability to work both independently and in a team.</p> <p>The ability to work to deadlines.</p>	<p>Professional experience in a similar post within the arts sector.</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 who is able to inspire others.</p> <p>A love 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 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> <p>Ability to work with minimal supervision and to act on own initiative.</p>	
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Application Procedure

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

You should send a covering letter or video/voice note of no longer than 5 minutes, 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 the application form, which is available [here](#).

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

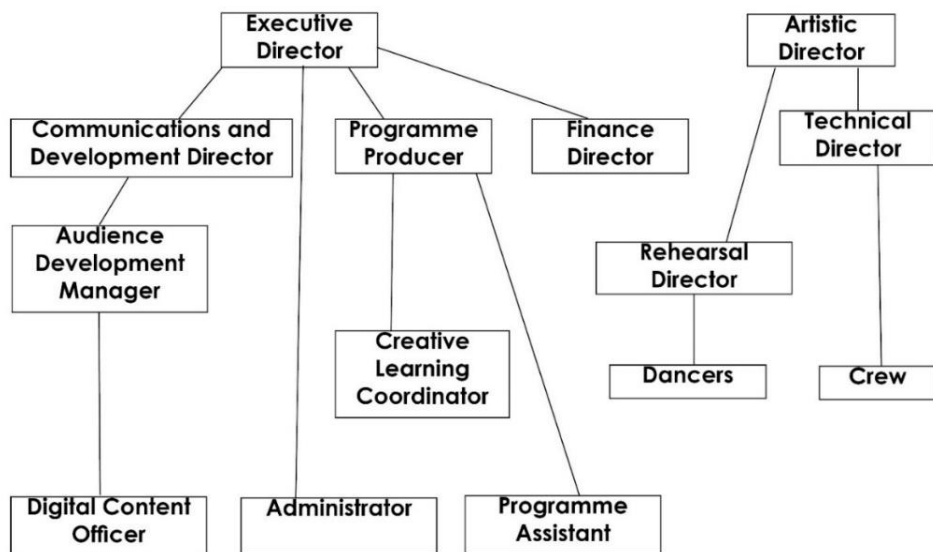
Pre-application discussion: If you'd like an informal chat about the role or have any questions about the job description please email info@motionhouse.co.uk

Closing Date for Applications: Midnight on Monday 10th May

The interview process will be in two stages: First interviews will take place on Thursday 20th May with recall interviews on Friday 21st May. Please keep both days free.

We anticipate that interviews will take place in person with strict Covid protocols. Full details of our Covid procedures will be supplied when we contact shortlisted candidates to invite them for an interview. However, if your circumstances mean that you're unable to attend an in person interview, you will be able to discuss options for a virtual interview at this point.

Motionhouse staff structure





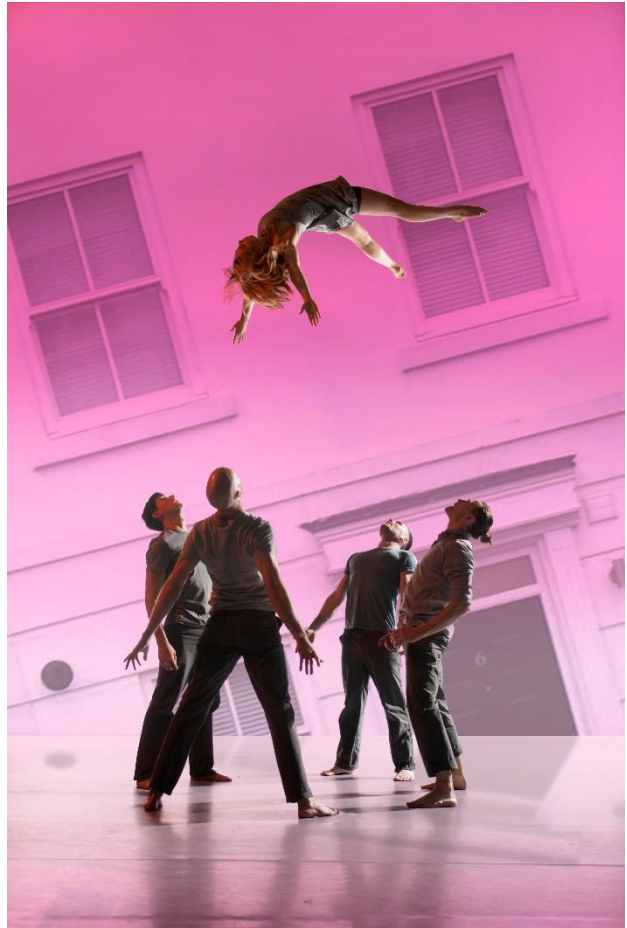
Our theatre productions Broken and Charge captured by Dan Tucker



Examples of our range of work with young people



Our collaboration, BLOCK, with NoFit State Circus



Our new production Nobody, captured by Chris Nash

For more information on our work, videos, images and trailers, go to: www.motionhouse.co.uk