



Programme Coordinator

Job pack

We have a fantastic opportunity for an enthusiastic and organised Programme Coordinator to join our friendly team. In line with our vision and strategic objectives, the Programme Co-ordinator is responsible for managing the delivery logistics of our busy programme of activity, reporting to the Programme Producer.

We are one of the UKs busiest and most successful dance companies and it is an exciting time to be joining our team as we prepare for an extensive UK and European tour of our brand-new theatre show Hidden, which will premiere at Warwick Arts Centre in February 2025.

Who is it for?

Essential Criteria – this job is for you if:

- You have a love for dance or live performance.
- You are a creative thinker with a dynamic approach to problem solving.
- You want to build a career in programme management and producing.
- You have experience working in a busy environment, managing large workloads and multiple priorities.
- You are organised and able to work with complex logistical challenges and meet deadlines.
- You have a high level of accuracy and attention to detail.
- You can multi-task and use your own initiative whilst working under pressure.
- You can work both independently and in a team.
- You are a people person who enjoys interacting with others.
- You are highly motivated and enthusiastic with a positive outlook.
- You are excited to become part of a small, committed and passionate team.
- You are committed to high standards.
- You have flexibility to work some evenings and weekends.
- You are proficient in Microsoft Office (Word, Excel, Outlook).

Desirable criteria:

- You have experience working in an arts organisation/touring company.
- You have a clean and current driving license.
- You have experience of driving a minibus or similar vehicle.

Job description/what is involved?

Areas of responsibility:

1. To manage all aspects of tour and activity delivery including but not limited to scheduling, accommodation and transport bookings, international travel and visas/work permits, carnets, and allocation of per diems.
2. To liaise with venues, festivals and other partners in relation to project delivery, logistics and scheduling.
3. To compile and distribute accurate Company schedules and accompanying project details and touring logistics to appropriate company members.
4. To work with the Technical Director and crew on the scheduling of all aspects of delivery of the programme, circulating schedule and tour information as required and managing their schedules as appropriate.
5. To maintain up to date and accurate performance and activity data and submit to funders as required.
6. To maintain up to date and accurate records relating to environmental sustainability and its reporting, and to be proactive in looking for ways to improve environmental sustainability across all activity wherever possible.
7. To manage and monitor expenditure in relation to activity delivery, in line with targets set by the Executive Director.

8. To support apprentice schemes, traineeships and wider CPD opportunities, ensuring compliance with requirements of the scheme.
9. To liaise with the Assistant Director and/or Technical Director regarding the efficient repair and replacement of costumes, props and other production requirements.
10. As required, to support the company on tour, including joining the company on tour at points, both in the UK and internationally.

General

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

Where?

Our office is based at Spencer Yard in Leamington Spa, which is a short walk from Leamington's train station and easily accessible to the motorway when travelling by car. More information on how to find us is available here: <https://www.motionhouse.co.uk/contact/find-us/>

Regular attendance in the office, rehearsal space and with the company on tour will be required for this role, but there is some flexibility to work from home on occasion and when agreed in advance with the Programme Producer.

Attendance at Motionhouse events and performances is an exciting and key part of this role.

Further information

Salary £26,500 - £28,000 per annum, paid on a monthly basis. There is a company pension scheme.

Working hours 37.5 hours/week, including some evenings and weekends.

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

Holiday 25 days plus statutory holidays, plus an additional discretionary 3 days around Christmas.

Probationary period Six months.

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

If you have any questions or would like to talk anything through before you apply, please contact our Programme Producer Victoria Collins on Victoria@motionhouse.co.uk or give us a call on 01926 887 052

How to apply

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

Please also attach a covering letter (approx. 500 words) or video/voice note (max. 5 minutes), clearly setting out 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. Tell us why you would like to join the Motionhouse team. Please also attach your CV and the application form, which is available [here](#).

Please complete our Equal opportunities form: <https://forms.office.com/e/f7KbS6dzMY>

Please note, this form is to monitor the effectiveness of our equal opportunities policy. It is important to collect and record information to monitor who is applying to work with us. Any information provided is entirely anonymous, confidential, and is not part of any selection procedure.

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

Deadline for applications is **Monday 12 August 2024 at 11.59pm**

Candidates will be notified by end of the day: **Wednesday 14 August 2024**

Interviews will be held in person in Leamington Spa on **Monday 19 and Tuesday 20 August 2024**

We are committed to promoting equality in all aspects of our work, and to creating a culture that respects, values and champions diversity. We uphold equal opportunities and recognise and celebrate diversity. Read our full [Equality, Diversity & Inclusion statement](#).

As part of our ongoing commitment to be a diverse, equitable, and inclusive company, we're committed to building a team with a wide variety of backgrounds, identities, and experiences. We 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 LGBTQIA+ community. Data suggests that some candidates do not apply for a job because they don't feel that they meet all of the qualifications and requirements listed. If you meet some of the requirements and you'd love to work with us, we strongly encourage you to apply.

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 110,000+ 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.

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

Motionhouse Staff Structure

