Ballet Cymru

Access and Outreach Officer

Ballet Cymru’s mission is to inspire, through dance.

* **EXCELLENCE.** Develop excellence in artistic practice
* **INNOVATION.** Experiment, innovate and advance the art form of ballet
* **QUALITY.** Develop all aspects of our work that contribute to artistic quality
* **EDUCATION.** Pass on our knowledge and skills
* **TRAINING.** Develop inclusive training opportunities for ballet in Newport and the UK
* **AMBASSADORS.** Give Wales a new profile and role in the international world of ballet
* **INCLUSIVE.** Develop all aspects of our work that contribute to inclusiveness

Ballet Cymru will encourage and develop appreciation and participation in dance by performing and teaching in venues, community centres, theatres, arts centres, schools, colleges and classes.

ACCESS AND OUTREACH OFFICER ADVERTISEMENT

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| **Role:** | Access and Outreach Officer (Full/Time) |
| **Salary:** | £17K - £18K, depending on experience |
| **Hours:** | 37.5 hours per week (to include some evenings and weekends as required) |
| **Start Date:** | ASAP |
| **Duration:** | Fixed term contract for 1 year (with potential for extension dependent on funding) |
| **Location:** | Based at Ballet Cymru’s studios in Newport, but prepared to travel Wales-wide |

The Access and Outreach Officer will manage the company’s existing dance education programmes, as well as develop new programmes, with a specific focus on inclusivity and diversity. The successful candidate will work closely with the Artistic Directors to ensure Ballet Cymru’s work will have wider reach and access and will engage with communities in new, relevant, and innovative ways. The Access and Outreach Officer is both an administrative and dance delivery role.

TO APPLY: Please download the Job Application Pack from [www.welshballet.co.uk](http://www.welshballet.co.uk), or email [jennyisaacs@welshballet.co.uk](mailto:jennyisaacs@welshballet.co.uk) to request the pack. Please email your completed written application along with your CV and details of 2 referees **by 5pm, Friday 16th March**. Interviews will take place on Thursday 22nd March at Ballet Cymru.

Ballet Cymru is an Equal Opportunities Employer.

Charity No. 1000855

Registered in England and Wales as Gwent Ballet Theatre Ltd. No. 02535169

**www.welshballet.co.uk**

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APPLICATION PROCESS**:**

Please apply in writing with a CV (detailing 2 referees), and a cover letter of no more than 2 pages, which should explain why you are applying for the position and how you meet the requirements set out in the job description and person specification included this Application Pack.

Shortlisted candidates will be contacted by phone or email. Interviews will take place on **Thursday 22nd March** at Ballet Cymru. Please ensure you can be available for this date.

Job Description

MAIN DUTIES AND RESPONSIBILITES

* To plan, deliver, monitor and evaluate existing access and outreach projects
* To develop additional dance access and outreach projects, that will increase participation and engagement in ballet and dance for people of all abilities across The UK
* To work in collaboration with the company’s Artistic Directors

ACCESS AND OUTREACH STRATEGY

* Oversee all current access and outreach projects- their design, delivery and success- while having an eye towards the future development of the company’s access and outreach strategy
* Cultivate new partnerships to extend the reach and participation of Ballet Cymru’s access and outreach programmes
* Continually look for ways in which to enhance and improve the access and outreach work that Ballet Cymru delivers
* Identify relevant funding streams and financial partners for access and outreach projects, completing funding applications where applicable

WORKSHOPS AND TOURING

* Liaise with venues, theatres, schools, local authorities, arts organisations and practitioners across the UK to organise an effective workshop program based around the company’s touring
* Meet with the Management Team to ensure coherency in scheduling and progressions of the access and outreach programme for the company
* To attend particular Ballet Cymru performances and/or events when linked to access and outreach projects (this may fall outside of allocated working hours)

TEACHING AND LEADING

* Lead a reasonable amount of workshops on the access and outreach programme (this work is also shared with the professional dancers of Ballet Cymru and the Assistant Artistic Director)
* Structure and lead training for the Ballet Cymru Dancers, enabling them to assist and lead workshops effectively (with and without the Outreach Officer)
* Offer new ways and initiatives of delivering workshops and to deliver in an open and participant-led manner, which adheres to the company’s ethos promoting creativity, musicality and personality
* Take the lead on sessions where it is felt that the Outreach Officer has the particular skills to ensure the successful running of the workshop
* Continually monitor and evaluate the training and delivery skills of the company dancers, providing individualised feedback where necessary to enhance the standard of the access and outreach work

ACCESS AND INCLUSIVE PRACTICE

* Actively cultivate, through partnerships, a more diverse audience and participant population looking at strategies including, but not limited to; workshop/ticket offers, audio description, touch tours, relaxed performances and the use of sign language.

ACCESS AND Outreach Officer Administration

* Compile Tour Workshop Reports and present them to the Artistic Directors at the end of both the summer and autumn tours
* Ensure Access and Outreach Packs are up-to-date and sent to the relevant venues and partners
* Ensure all booking forms have been correctly completed
* Present quarterly report to the board, covering al activity in the previous quarter as well as future plans
* Regularly update the access and outreach database and storing data in accordance with Company Policy
* Ensure sufficient evidence is correctly collected and collated for each access and outreach project (photos, videos, feedback forms, comments) and correctly held in accordance the new GDPR regulations

Company Courses

* Organise, administer, deliver, monitor and evaluate Ballet Cymru programmes including POINTE, Wales Summer Dance, DUETS, Legacy, Ballet Cymru Associates, Abergavenny Intensive as well as any new programmes yet to be established.

Additional Duties

* Additional duties may need to be undertaken from time to time and these can be discussed with the Artistic Directors as and when they arise
* Undertake First Aid training and be the designated First Aider in workshops when available
* Represent Ballet Cymru at industry events
* Undertake specific CPD training to enhance the skillset of the Outreach Officer and subsequently the access and outreach programme

PERSON SPECIFICATION

ESSENTIAL SKILLS/EXPERIENCE/QUALITIES:

* Experience in dance teaching and learning, ideally vocationally trained or equivalent
* Experience of managing multiple projects at the same time
* Experience of working inclusively with people of all ages and abilities through dance
* An ability and genuine passion to programme, plan and deliver workshops for a variety of settings for people from a wide variety of backgrounds
* Good partnership skills and the ability to build close working relationships with schools, community groups and other arts organisations
* Excellent communication skills with the ability to draft/write letters, make/receive telephone calls, create and respond to e-mails etc.
* IT literate and confident in the use of PC based software such as Microsoft office etc.
* Well organised with a flexible and proactive approach to work and the ability to work to deadlines whilst prioritising a varied workload
* Willingness and ability to work both independently and as part of a team
* Enhanced DBS certification is essential for this role (to be applied for through Ballet Cymru)

DESIRABLE SKILLS/EXPERIENCE/QUALITIES:

* Ability to speak Welsh/willingness to learn
* Full, clean drivers licence
* Access to own vehicle
* Licenced chaperone
* Experience in community dance choreography

ABOUT BALLET CYMRU

Ballet Cymru is a professional dance organisation producing original professional dance performances based in the ballet technique which tour nationally throughout the UK and to most major venues in Wales. Established in Newport, South Wales in 1986 and revenue funded by the Arts Council of Wales since 2011.

Ballet Cymru is committed to inclusion and innovation in dance and classical ballet, and to the highest standard of collaboration with dancers, choreographers, designers, composers and musicians.

Ballet Cymru is proud to be a collaborative company and has delivered many partnership projects with other artists and organisations, including Sinfonia Cymru, Citrus Arts, The Riverfront Theatre, Cerys Matthews and Catrin Finch.

Ballet Cymru is passionate about ballet and dance: engaging with audiences through a wide range of educational programmes to encourage people to access, participate, and enjoy dance. It also produces education work both in its home city of Newport and in the towns and cities it visits on its touring programme. The company’s commitment to education has also developed immensely with the Paul Hamlyn Foundation DUETS programme in collaboration with Rubicon Dance, an established Ballet Associate Programme, international summer school Riverfront Summer Dance, inspirational work in schools, and development opportunities for graduate and professional dancers.

Ballet Cymru recently moved into its new base in Newport. The studio boasts one of the largest dance areas in Wales and is used regularly by The Royal Academy of Dance and the Cecchetti Ballet Society.

Ballet Cymru is Revenue Funded by The Arts Council of Wales It is a company limited by guarantee (number 02535169) and a registered charity (number 1000855).

Ballet Cymru has won and was nominated for several major dance awards;

* Winners: Wales Theatre Award for Best Large Scale Dance Production 2017, 2016 & 2014
* Nomination: Critics’ Circle National Dance Awards Best Independent Company 2017, 2016 & 2015.



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