

### **Projects Manager, Residential Performance Company 2024**

<b>Fee:</b>	Total fee is £5,700 Daily rate £150 3 days /£450 per month from February - September 2024 inclusive, plus 14-day residential and performance period
<b>Contract:</b>	Part-time, freelance, 8 months from February - September 2024, to be invoiced on a monthly basis. At least one day per week needs to align with the NYB RPC creative team. Plus Monday morning team meetings
<b>Probationary Period:</b>	Two months
<b>Responsible to:</b>	General Manager

#### **About us**

National Youth Ballet believes that ballet can be for everyone. Our programmes aim to challenge perceptions about what ballet can be and who it is for. NYB has provided transformational opportunities for young people for over 30 years to participate in, create and perform classical and contemporary ballet. The impact of our work is growing exponentially with a dynamic team committed to making NYB as inclusive and accessible as possible.

Following the success of Evolving Visions 2023, NYB will return to a public performance year in 2024 to bring our vision to stages in Crescent Theatre Birmingham and Sadler's Wells London. NYB is seeking a part-time Project Manager to support our creative team in the planning, preparation and smooth-running of the Residential Performance Company both at our annual residential at Elmhurst Ballet School and at the performances that follow. This is an opportunity for a dynamic, energetic and highly organised individual with at least five years' experience of project management to join our core team of freelancers. This role would suit someone with a passion for dance, music or theatre and for working with young people who has a proven track record of practical experience of project management gained in the arts. If you are a person who thrives on event delivery, attention to detail, strong communication, complex information, and working with a wide range of people from young dancers to technical teams at venues, then we want to meet you!

We are committed to developing a more diverse workforce through applicants with the skills and experience to help us to widen our perspective. We understand that everyone develops their skills in different ways and that many skills are transferable from different settings. We understand that many people do not have a university qualification. We are looking for someone who has a minimum of

five years demonstrable project management experience and the enthusiasm to develop their skills with us.

This role is core to the NYB delivery team. The PM works alongside the Associate Artistic Director and Projects Coordinator to support the senior leadership team including the Creative Director, Artistic Director RPC and General Manager on the planning and delivery of our 2024 season. The Project Manager will pick up the planning with the team and then oversee the smooth-running of the delivery of the activity. This is an opportunity to join NYB at an exciting time for a high profile year and to hone and strengthen skills as part of a portfolio of freelance work.

**Please note: to apply for this role you must be available during the run-up to and delivery of our residential performance company. Key dates in 2024 will be:**

- Planning and preparation runs until 7 August 2024, but key availability in May, June and July for the run-up to residential
- Residency at Elmhurst Ballet School. Key dates 8 -17 August 2024 you will be required to be available and in residence throughout this period
- Rehearsals and performances in Crescent Theatre 18, 19, 20, 21 August 2024 and Sadler's Wells Theatre 1 September 2024

<b>Name of the Role: Project Manager, Residential Performance Company (PM, RPC)</b>
<b>Line Managed by :</b> General Manager
<b>Supported in the Role by:</b> Core RPC Team which includes Artistic Director (AD), Associate Artistic Director (AAD), Projects Coordinator (PC), Safeguarding and Support Team Manager (SSTM)
<b>Key responsibilities</b>  This is a contract to be part of the core NYB delivery team. PM, RPC works alongside the RPC Artistic team (Artistic Director RPC and Associate Artistic Director) and Support team (Projects Coordinator and Safeguarding and Support Team Manager) to oversee the smooth-running from planning to delivery of our 2024 Residential Performance Company season. PM, RPC will pick up the planning with the team and then oversee the management of all the activity up to and throughout the residential and theatre performances. This is an exciting opportunity to be part of NYB's high-profile performance season as part of a mixed portfolio of freelance project management work.

## **1. Planning and delivery of NYB Residential Performance Company including performances in 2024**

- a. Attend weekly planning meetings with core RPC team.
- b. Be the first point of contact for venues, staff, teachers, parents and students to answer all logistical and administrative questions.
- c. Be the first point of contact and provide event briefings for Elmhurst Ballet School, Crescent Theatre and Sadler's Wells theatre.
- d. Other venue liaison : book all rehearsal and performance spaces as required for all future RPC activity from auditions to residential to performances.
- e. Work closely with the NYB and venue technical / production teams to ensure all information is correctly communicated to venues. Liaise across logistical, creative and technical teams to help ensure smooth running of activity (e.g. ensuring costume team has the resources and information it needs).
- f. Work with AD and liaise with music publishers and/or recording companies to ensure correct permissions are secured for all music chosen by choreographers, avoiding where possible copyright and/or licensing issues.
- g. Work with AAD / PC to make BOPA applications for performances.
- h. Work with AAD / SSTM to identify and recruit a suitably sized support team of House Parent volunteers, ensuring we adhere to BOPA requirements and NSPCC Good Practice ratio guidelines. Recruit and manage volunteers and chaperones to assist with RPC delivery.
- i. Work with AAD / SSTM / PC to work out allocation of dormitories at Elmhurst.
- j. Work with AAD / SSTM / PC to work out dressing room requirements in theatres.
- k. Coordinate with Creative Director and Project Manager, Inclusivity and Outreach (a separate role) to ensure smooth-running of Sadler's Wells performance.
- l. Work with SSTM to prepare and send welcome packs to all NYB participants.
- m. Work with SSTM to ensure that RPC activity is delivered safely and with the wellbeing of participants and team members at the heart of delivery.
- n. Work with core RPC team to ensure smooth running of residential and performance phase.
- o. Event management of RPC performances (including venue liaison, FOH support and guest list support).

## **2. Systems and Processes**

Liaise with General Manager (GM) on NYB processes to support smooth-running of activity as follows:

- a. Bursary enquiries and applications
- b. Ensure contracts are issued, signed and returned in a timely fashion and logged
- c. Run DBS checks, DBS updates, and D&I data monitoring for all NYB contractors
- d. Ensure best use of Good CRM to collate a database of all participants, their contact details and their agreements to be securely stored in accordance with data protection and safeguarding commitments. Experience with Good CRM is desirable
- e. Support AD, AAD, PC on Risk Assessments for NYB activity ensuring that they are aligned with the requirements of venues and NYB policy

- f. Contribute to the risk register for the organisation (updated once a year)
- g. Maintain a Lessons Learnt Log throughout the planning and delivery of all activity. Ensure that this is regularly reviewed with the team and actioned appropriately to improve delivery at appropriate intervals.
- h. Ensure that we maintain an appropriate project plan for all activity that can be used for future years.
- i. Maintain an awareness of organisational and project budgets and ensure that projects are delivered on time and in alignment with budgets
- j. Ensure that accurate records are maintained
- k. Work with Safeguarding and Support Team Manager to ensure DBS compliance for the team and volunteers.

**3. Communication - Comms and profile-building is a key part of our 2024 strategy. PM, RPC will support this strategy.** PM, RPC will act as a linchpin to the rest of the team.

- a. Attend weekly Marketing and Comms meetings with Marketing and COmmunications Manager and Social Media Coordinator to ensure good communication across team in terms of project management and information dissemination
- b. Ensure that all key stakeholders are kept up to date with ongoing activity
- c. Work with Marketing and Communications Manager to support programme preparation for RPC to ensure timely delivery of copy
- d. Work with Marketing and Communications Manager to set up and manage the box office for performances. Liaising with the RPC team to ensure optimal customer experience by providing (and developing the format of) [Event Briefing Sheets](#) and any other relevant information.
- e. Work with Marketing and Communications Manager, Social Media Coordinator and Projects Coordinator to ensure comms for all activities are up to date and support them with any additional information to help deliver our Marketing, Communications and Audience Development Strategy 2024
- f. Work with CEO and Marketing and Communications Manager to support evaluation. NYB measures impact in a number of ways. PM, RPC will work with NYB team to contribute to this process and to help us improve what we do. Support data collection and online event management for RPC where needed.

**4. Other / Compliance**

The above list of responsibilities is not exhaustive and the Project Manager RPC may be asked to perform additional duties, as necessary. In addition, all members of NYB team will:

- a. In conjunction with the GM ensure that the insurance requirements of the NYB policy are adhered to for all activity and that we are compliant with contractual requests of third party venues.
- b. work within Data Protection legislation
- c. maintain an awareness of organisational activity by attending weekly team meetings (usually Monday first thing)
- d. contribute to the strategic priority of broadening access to increase diversity of NYB participants, contributors and content

- e. comply with and practise the Policies and Procedures of NYB especially including the Safeguarding policy
- f. ensure that all work related to NYB is stored on the google drive and shared with appropriate team members using links to the Google Drive (not via attachments);
- g. undertake appropriate training for all relevant systems, and particularly Good CRM to ensure they can update and maintain our new database
- h. ensure that the environmental impact of all activity is considered, and where possible harmful impacts to the environment are minimised

*Please note that the above list of responsibilities is not exhaustive and at certain times you may be asked to perform additional duties, as required, to support the core team.*

NYB Values	
Safe	We champion healthy and sustainable practice.
Nurturing	We contribute to a mutually positive and nurturing experience.
Respectful	We are respectful of each other, and show this in our interactions with everyone; both online and in person.
Inclusive	We value diversity and proactively seek to create an inclusive environment for all stakeholders.
Communal	We are a community and we grow from our shared experience.
Creative	At our core we are creative and collaborate in our creative process.
Challenging	We challenge perceptions about what ballet is and conventions about who ballet is for.
Sustainable	We acknowledge that there is a climate emergency. We are action-oriented and committed to using our influence, resources and skills to be a positive force for change.
Exceptional	We work hard to create high quality educational and dance experiences.

### **Person Specification (core competencies)**

We are looking for someone who has excellent organisational skills, a passion for the performing arts (knowledge of working in the dance sector would be advantageous) and a real commitment to the talent development of young people.

### **Project Management Skills**

Minimum five years' experience of planning and delivering complex projects and events, ideally in a performing arts setting. Please illustrate with examples that show you have a proven track record with demonstrable skills of :

- executive planning and delivery of projects and events;
- time-management, multi-tasking, task prioritisation, able to manage complex workloads on own initiative, and work independently;
- meeting deadlines and working efficiently, able to create a timeline
- versatile thinking, able to make short and medium-term plans as required and respond positively to changing priorities and re-plan accordingly.

### **Communication skills**

You need to have excellent communication skills as you will be one of the key faces of NYB activity. Please illustrate with examples that show you have a proven track record with demonstrable skills of:

- The ability to communicate clearly and courteously both verbally and in writing to key stakeholders. This is about coordinating with different people including staff, young people, parents, venues, and our wider audience using appropriate language and adapting the style of communication as necessary and ensuring that the information is understood.
- High, accurate standard of written and verbal communication. This includes demonstrable experience of writing clear copy when required to support the Marketing and Communications Manager and Social Media Coordinator which demonstrates attention to detail in written work.
- Looks to continuously review and improve performance standard

### **Other behaviours which we will explore at interviews. You are able to:**

- work cooperatively as a team member to ensure best outcomes for NYB
- listen to and seek ideas of colleagues to make best use of team expertise
- adapt to change, remaining calm, level-headed, and positive under pressure
- generate novel and innovative ideas, make suggestions for change
- manage challenge and provide solutions-focussed approaches

### **Fee and working arrangements**

The fee is offered on a freelance basis estimated at 3 days per month until August 2024.

NYB does not have an office and therefore your usual place of work will be working from home. Your role may require you to work flexibly to complete your duties, and you may, from time to time, be required to work alternative or additional days (including evenings, weekends and bank holidays) to meet the requirements of your role, and these hours will be agreed in advance between yourself and your line manager in accordance with the requirements of the role and National Youth Ballet. Contribution towards travel and work-related expenses for meetings/related activity can be discussed.

### **Applications**

Interested candidates should complete the NYB Safer Recruitment application form. Please use this form to show us how your skills and experience meet the core competencies for the role. Please do not apply for the role if you do not meet the core competencies. Please use Section 10 on the application form to tell us how you meet the criteria for the role and why you want to work for National Youth Ballet. Applications can be sent by email to our General Manager Charlie Fulton-Langley [info@nationalyouthballet.org](mailto:info@nationalyouthballet.org). In the subject line please write: *Project Manager, RPC*. The deadline for receiving applications is **12pm on Friday 12 January 2024**.

Reasonable adjustments will be made for applicants if required, please let us know if you have any additional needs. Disabled applicants who meet the minimum essential criteria for the role will be offered an interview.

### **Interviews**

First round interviews will take place in the week beginning **Monday 22 January 2024**. It is likely that interviews will be done via Zoom unless we can meet in person. If you would like to discuss anything in relation to this application please don't hesitate to get in touch with [info@nationalyouthballet.org](mailto:info@nationalyouthballet.org)

NYB practises Safer Recruitment. In line with our Safeguarding Policy if you are offered the role, you will be subject to a DBS check.

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