

## Dance Artist

### Applying for this post

To apply for this post, we would ask you to submit:

- An up-to-date CV
- A covering letter or video\* introducing yourself, describing your artistic practice and why you would like to be considered for this post.
- Evidence of your artistic practice (video, website, etc.)
- An Equalities Monitoring Form. Data from your equalities monitoring form will not be shared with the recruitment panel.

\*All videos should be hosted on a secure platform with a password. Please supply the password at the time of application.

The deadline for receipt of applications is **Monday 6 January 2025 at midday.**

We will notify all applicants if they are shortlisted for interview by **Friday 10 January 2025.**

Interviews will be held at Dundee Rep Theatre **W/C 27 January 2025.**

We welcome discussions about flexible working or access accommodations and actively encourage candidates from under-represented communities, different backgrounds, experiences and skills. We are open to considering applicants who submit a joint application for a job-share. Please contact us if you would like to discuss the role before applying at [jobs@dundeerep.co.uk](mailto:jobs@dundeerep.co.uk) or if you require any adjustments to enable you to participate in this process.

### Guidance

Please refer to our websites, [www.dundeerep.co.uk](http://www.dundeerep.co.uk) and [www.scottishdancetheatre.com](http://www.scottishdancetheatre.com) to find out more about us.

Please read the job description carefully before applying to ensure you meet all the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

## Role Summary

### DANCE ARTIST

Dundee Rep and Scottish Dance Theatre Limited believes in the deeply transformational power of movement, dance and creativity and the role that they can play in the lives of individuals and communities. The organisation's history is deeply rooted in local communities in Dundee and Tayside, spreading further afield through our national and international work.

We are looking for a creative, dynamic and engaged Dance Artist to join the organisation's creative community. The Dance Artist will work closely with the Associate Directors (Engage) to create opportunities for people of all ages, abilities, and backgrounds to engage in movement, dance, and choreography.

This role is largely delivery based and will involve evening and weekend work in studio and community contexts.

The Dance Artist is line managed by the Associate Directors (Engage) and is part of the wider Engage team.

### Main Duties and Responsibilities

#### General

- Work as part of the Engage team at Dundee Rep and Scottish Dance Theatre
- Attend and actively contribute to team meetings
- Participate in the company as a whole, contributing to an inclusive, supportive and collaborative working culture
- Represent the organisation at sector events and performances and actively engage in relevant industry discussions
- Take part in ongoing professional development and training opportunities, and cultivate a sense of curiosity and ongoing enquiry in relation to your own artistic practice

#### Practical

- Plan and deliver a range of movement and dance activities supporting the physical and mental wellbeing of a wide range of individuals and communities. For example:
  - Evening and weekend classes
  - Creation of new dance work with participants of different ages, backgrounds and abilities
  - Movement and dance sessions within the community
  - Professional development opportunities supporting young and emerging dance artists



- Increase the engagement of local communities in Dundee and Tayside in movement and dance activities.
- In collaboration with the Artistic Directors, be aware and connected with the work created by Dundee Rep Ensemble and Scottish Dance Theatre, and support when appropriate their engagement and participatory activity at home and on tour (eg. creative projects in collaboration with participants, community tours and sharings, professional development events...)

### **Planning and administration tasks**

- Design and plan creative sessions and projects
- Attend planning meetings with partner organisations and groups
- Help manage registers and keep group information up to date
- Maintain communication with regular groups
- Attend production and planning meetings
- Communicate with creative assistants and technical and administrative staff
- Feed into reporting and evaluation processes

### **Working safely**

- Work within the operational requirements of Dundee Rep and Scottish Dance Theatre
- Be familiar with risk assessments and safeguarding policies

### **Any other duties**

- Adhere to and implement the guidelines, procedures and policies of the Organisation as detailed in the staff policies.
- Play a role in the life of the Organisation and work across departments to develop a positive and engaged organisational culture.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and abide by the procedures set in place.
- Be aware of, and comply with, rules and legislation pertaining to GDPR and abide by the procedures set in place.
- All staff are expected to demonstrate an understanding of, and adherence to, the Organisation's child protection and safeguarding policy, including a duty to report any issues of concern.

The duties and responsibilities set out should not be regarded as exhaustive. The post-holder may be required to undertake other duties and responsibilities which are appropriate with the level of the role. The post-holder may also be required, from time to time, to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement. The post-holder would be given appropriate training and equipment to perform any duties of this kind.

## Key Relationships

The role of Dance Artist is part of the Engage team.

You will be managed by the Associate Directors.

You will be responsible for managing:

- Creative Assistants
- Freelance staff associated to specific projects

This structure may change from time to time based on business needs but reflects the broad areas of responsibility and is indicative of the number of direct reports.

## Internal Relationships

- Associate Directors
- Creative Practitioner (Creative Learning and Engagement)
- Dramatherapy team
- Creative Assistants
- Freelance project staff
- Scottish Dance Theatre Artistic Director, Rehearsal Director and Dancers
- Dundee Rep Artistic Director and members of Dundee Rep Ensemble
- Programme and Planning team
- Box office and Front of House team
- Production team
- Finance and HR

## External Relationships

- Community partners
- Schools and other educational institutions
- Scottish and UK dance sector



## Person Specification

### DANCE ARTIST

#### Essential

If you do not demonstrate that you meet all the below criteria in your application, you may not be shortlisted.

- Degree-level qualification in contemporary dance or equivalent professional experience
- Experience of delivering/teaching participatory dance and movement activities
- Evidence of a personal artistic and creative practice
- Good organisational skills – ability to manage time effectively, prioritise workload and be flexible and self-motivated
- The ability to develop good working relationships with people of all ages, backgrounds and abilities
- Experience of working with people who have physical, hidden and/or learning disabilities
- Experience of partnership working, i.e. with local authorities; arts organisations
- Capacity to listen deeply and communicate effectively
- Capacity to collaborate with others and also to take the initiative and work autonomously

#### Desirable

If we need to choose between candidates who meet the essential criteria, we may take the below factors into account.

- Knowledge of the Scottish and UK contemporary dance sector
- Knowledge of trends and current practice in Participation Arts
- Awareness of and commitment to Equalities, Inclusion and Diversity (EDI) best practice
- Knowledge of protection of children and vulnerable adults/safeguarding
- Carbon literacy and a desire to contribute and engage in the organisation's journey towards environmental sustainability
- Experience of delivering and managing projects on time and on budget.
- Experience of designing specialist projects in response to community need.
- Experience in mentoring and supporting emerging Artists.
- Knowledge and interest in Dundee Rep and Scottish Dance Theatre's artistic programme

## Terms and Conditions

### DANCE ARTIST

#### Hours

37.5 hours per week, including regular evening and weekend work.

#### Pay

The salary range for the post is £25,000 - £28,000 per annum dependant on experience., Flexible working is available.

#### Holidays

29 days per year inclusive of public holidays. The holiday year runs from 1 April to 31 March each year.

#### Notice period

The notice period will be two months.

#### Location of work

Your main place of work will be Dundee Rep Theatre. You may be asked to work temporarily in other locations in the UK. Your role may involve some international travel.

#### Other benefits

- Contributory staff pension

#### Non-contractual benefits

- Staff tickets to ensemble shows
- Staff discount in Rep Restaurant
- Possibility to join company class with Scottish Dance Theatre

Dundee Rep and Scottish Dance Theatre Limited strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council. Dundee rep and Scottish Dance Theatre is an accredited Real Living Wage Employer.



# Equal Opportunities

Dundee Rep and Scottish Dance Theatre Limited is committed to promoting equality and opportunity in its employment practices. In particular, the Organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

# Safeguarding

Dundee Rep and Scottish Dance Theatre Limited is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people or about the behaviour or practice of colleagues and other people they come into contact with.

In line with the Organisation's Safeguarding Policy, any appointment will be made subject to a PVG check. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. The Organisation will not discriminate unfairly against any convictions or other information revealed.

# Offers

Any job offer we make is subject to:

- Receipt of two satisfactory references
- Proof of eligibility to work in the UK
- Completion of satisfactory PVG check

