

Impact Dance

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Impact Youth –ACADEMY MANAGER (London Based – part time)

This is a temporary post and is supported using public funding by Arts Council England until August 31st 2018

PROJECT BASIS-NOT A PERMANENT POSITION OR EMPLOYED ON CONTRACT

BACKGROUND

Impact Dance is a Hip-Hop Theatre Company, Street Dance Organisation and Educational Facilitator based in London, which has been established since 1995.

Impact Youth was the foundation of the Impact Dance Company in its inaugural year in 1995. From there it has grown to be one of the most successful Street Dance Youth companies of its time. In 2005 Impact Youth became the first London company to represent their region at England's National Youth Dance Festival (now known as U.Dance) in Birmingham. The company has performed at various venues and events and worked with large institutions including: NEC and NIA Birmingham, Sadler's Wells, Peacock theatre, Nickelodeon TV, Royal Ballet School, C4 amongst others. Impact Youth creates dance theatre pieces combining a range of different styles including hip-hop, street dance, contemporary movement and physical theatre to create narratives. We work with young people aged 11-17, training once a week. Our sessions are based at Urdang 2 (Urdang Academy) in London and take place every Saturday 10:00am -2.00pm.

ROLE

The Academy Manager's (AM) main role is to ensure clear and efficient management of all things related to the Impact Youth Academy. This includes the weekly administration of sessions, liaising with parents and planning and delivering for any up and coming events/shows and UK or International exchanges.

In order for the AM to carry out the role effectively they need to manage the diary of the youth Academy with a clear idea of what activities and commitments the youth academy/company has coming up. The AM then needs to take the initiative to set meetings and plan for the successful delivery of these engagements with the rest of the Impact team

The role includes efficient money management, including the collection of student fees. The AM is also tasked with all administration and related services, which allow the service to adhere to all the safeguarding procedures necessary to protect the young people within the company. Including all enhanced DBS paperwork associated with any teachers or artists who engage with the company. The AM will work closely with the artistic director, to deliver vital administrative support on all aspects of his activities that are directly related to the shaping of the companies ethos. They will act as first point of contact and in addition he/she will be responsible for liaising with the companies working partners.

This is a highly committed role that will suit a proactive, hardworking and professional individual who has at least 2 years experience of working in dance management and a firm understanding of the current Youth Dance Sector in England. The individual will have the exciting opportunity of managing a major youth company.

Main tasks and responsibilities

- Collecting Student fees, banking and responsibility for any transactions related to the company e.g. purchasing of costumes, train tickets or hotel fees etc.
- To liaise with venues and companies; for example, caterers and various other suppliers. Making bookings and organising sub-events within the youth academy programme.
- To liaise with artists and workshop leaders, preparing simple contracts and ensuring smooth delivery of their work.
- Accompany artistic director to meetings at key stages taking minutes and recording action points.
- Liaising with other Youth Companies in the UK to learn about their methodology, share ours and exchange mutually beneficial information
- Providing copy/text for Impact Website administrator to update website
- Monitoring all programme deadlines and strategic action points.
- Preparing marketing materials and also being the first point of contact for PR work.
- Carrying out the administration of Youth Academy recruitment.
- Creating an efficient and effective communication triangle between students, their parents/carers and the artistic/management team

Desirable skills/qualities

- Experience of working closely, as an assistant with senior figures across the Arts.
- Efficient, self-motivated and responsible, with a high degree of commitment.
- Discretion, confidentiality and diplomacy (these are essential)
- Calm under pressure with highly proficient problem-solving skills.
- Flexible attitude, willingness to work weekends and evenings

- Highly organised multi-tasker.
- Exceptional time management and organisational skills.
- Excellent communication skills both verbally and in writing.
- Strong project management skills.
- A keen interest in and enthusiasm for the Arts.
- IT literate. Proficient in Microsoft Office EXCEL and WORD.
- Knowledge of current Youth Dance Sector. A background in either the African Diaspora and/or Hip-hop Dance would be an asset in this role.

Salary

£400.00 per month

-Paid on the last working day of each month.

This is a temporary part time position with a commitment of 32 hours a month.

Based on the present structure Impact Dance expects:

Mondays: 3 hours Admin

Fridays: 2.5 hours Admin

(However the 5.5 hours can be fulfilled around any existing commitments)

We envisage the above work will be carried out remotely.

Saturdays: 2.5 hours compulsory 10-12.30pm

Based at Urdang 2 Goswell Road London EC1V 7AH

Total **8 hours** per week

Total of **32 hours** per month based on a 4-week month.

In addition The AM needs to check his/her email on a daily basis and respond in kind to any immediate enquiries.

If there is an overflow of work which requires more hours per month the AM must immediately contact the artistic director so that work can be delegated

National and International Projects

We expect the successful applicant to fulfill 2 x Booked International engagements in March and August 2018 and also any further National or International projects that are confirmed throughout the year.

Management reserves the right to formally terminate this agreement in the best interests of Impact Dance Ltd. In the event this has to happen, 4 weeks notice will be given to the AM. In the same way the successful applicant will need to give 4 weeks notice of termination of role.

Additional Information:

- The person above is hired on a freelance basis and is not EMPLOYED by the company. The person hired is therefore responsible for paying his or her own tax.
- Investment and training by the company is on the company's discretion and is not a right or held within a contractual agreement.
- The above role is an administrative support role. This role is not a development/artistic role within the company.
- Impact Dance continues to pursue new roles for the growth of the company in 2018 and will offer opportunity for those suited to any role requirements.

HOW TO APPLY:

Please send your CV and a cover letter. The cover letter should indicate:

- (1) Why you are interested in the role
- (2) Why you are suitable for the role
- (3) What experience you bring to the role including references to Youth Dance and Hip-Hop/Contemporary Dance.

Please send your CV and completed cover letter to Hakeem Onibudo, Artistic Director Impact Dance hakeem@impactdance.co.uk

The closing date is 5pm **Monday January 22nd**.

We will be conducting interviews on **Wednesday 31st January** and **Thursday 1st February**.



Supported using public funding by

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