

## Information Pack: Programme Manager

Cheshire Dance, as the host organisation of **Dance Consortia North West (DCNW)**, is looking for a highly skilled and experienced **Programme Manager** for a fixed-term freelance contract to deliver its ongoing creative programme.

Dance Consortia North West is a partnership of dance artists, companies, venues and higher education institutions in the North West. It has been supported by Arts Council England (ACE) as a strategic development initiative since 2018.

The Programme Manager role consists of delivering 2 initiatives:

- Project Management of the DCNW Research Programme through to completion, including final evaluation, reporting and 2 advocacy events
- Management of other DCNW Creative Programme 2024 activities including supporting artists on second stage commissions.

### 1. Research Programme

In 2022, DCNW was awarded a large National Lottery Project Grant to deliver a **Research Programme**, consisting of 3 successful open-call commissioning rounds.

Each call-out targeted regionally-based dance artists and dance-interested organisations and institutions to propose research questions and a project that could explore and deepen knowledge.

The Research Programme was borne out of the needs and ambition of the North West dance sector and the commissions have been led by the sector. There have been three rounds of commissions and a total of 17 awards. Three projects from Rounds 1 and Round 2 are still active, and all four projects from the final round are still in progress. The Programme Manager will be required to oversee the completion of these final 7 projects, guiding the recipients as per the requirements stipulated in their contracts. The Programme Manager will also work with these recipients to ensure they complete final evaluations and questionnaires, and work with the Communications Manager to share updates, outcomes and news generated from the projects.

With the Research Programme nearing completion in the 1<sup>st</sup> half of 2024, the Programme Manager will also be tasked with completing an evaluation of the programme in its entirety, looking at the creative and research outcomes delivered and the potential for wider and developmental impact. This includes advocating the findings and outcomes across the sector through content creation and distribution, advocacy events designed by the Programme Manager, as well as final reporting for the ACE award (by 31<sup>st</sup> August 2024).

### **About the Research Programme:**

Dance Consortia North West's two-year programme of research has been commissioning artists and organisations who want to re-imagine dance, be more creative and work with artists and creators from many different backgrounds and styles of dance.

The commissions have been exploring new ways of making work, engaging people, showcasing artists, generating employment in dance, reducing inequalities, and bringing different kinds of dance to all kinds of spaces. The aim has been to create and share exciting dance programmes which creates stronger dance professionals, organisations and audiences. The programme has commissioned artists, companies, academics, venues and others to make work in one of three strands:

- **DANCE LABS:** Commissions that experiment through artistic practice including choreography, performance, workshops, academic, or other relevant methodologies.
- **PLATFORMS:** Performances, scratch nights and showcases to present work and artists at formal and informal venues to engage colleagues, audiences and programmers.
- **IMPLEMENTING CHANGE:** Sharing and using research for sustainable change in practice, engagement and dance infrastructure.

The proposal process for the Research Programme was intentionally open and flexible, responsive rather than restrictive and aimed at making a positive impact on the sector and our wider society, including addressing some of the challenges and opportunities posed by **Arts Council's Let's Create Strategy**.

The commissions driven by the programme have enabled creative experimentation and supported risk-taking to resolve issues and/or create knowledge ranging anywhere from pre to post R&D processes.

Outcomes from Rounds One and Two are nearly finalised with the main publicly accessible repository currently held at: <https://danceconsortianorthwest.org/research-programme>.

## **2. Other DCNW Creative Programme 2024**

The Programme Manager will work with DCNW partners and the Cheshire Dance team to support/action delivery of additional programme activity, ensuring it aligns with and supports the [North West Dance Plan](#).

This additional activity will include supporting a small number of dance artists/micro-companies in the next stages of their development.

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## **Role Overview: Programme Manager (Freelance)**

The Programme Manager will work closely with the commissioned Research Programme artists, companies and DCNW partner organisations to deliver the two work strands above as part of DCNW's ongoing creative programme, with support from the Director, Creative Director and Communications Manager of Cheshire Dance as well as the Chair of DCNW and the Executive Group of DCNW partner organisations.

### **Contract Value/Fee:**

**£9,000 including all travel/expenses and is inclusive of VAT**

### **Key Responsibilities**

#### **Project Management:**

Balancing time spent on each programme strand as above to meet stakeholder needs and ensure progress is made. To include meeting deadlines, updating budgets and actuals, planning and delivery. Specifically:

- **1. Overseeing the completion of the final 7 DCNW Research Programme projects** including:
  - o Guiding and supporting commissioned artists/companies to complete their projects as stipulated in their contracts.
  - o Working with the Communications Manager to share updates, outcomes and news generated from the individual projects.
- **2. Management of other DCNW Creative Programme 2024**

- Supporting artists/companies to identify and initiate their legacy project in tandem with existing project partners.
- Ongoing communication with companies during legacy phases.
- Where appropriate, connecting the companies with partner DCNW organisations.
- Gathering learning and supporting evaluation where possible.

**Evaluation and monitoring:**

- **Conducting robust evaluation of the DCNW Research Programme:**

- Ensuring all commissioned artists/companies complete required evaluation forms and questionnaires.
- Analysing and presenting Research Programme evaluation data - looking at the creative and research outcomes delivered and the potential for wider and developmental impact.
- Creating and distributing content to share the findings and outcomes of the DCNW Research Programme (working closely with Communications Manager)
- Completing evaluation and reporting for DCNW Research Programme Arts Council England Project Grant
- Evaluating additional programme activity and reporting to DCNW partners and ACE.

**Communications:**

- Design and deliver 2 advocacy events relating to the Research Programme with the artists and partners involved.
- Working closely with Communications Manager:-
  - to create and distribute content which shares the outcomes and learning from DCNW programme strands.
  - Support attendance at the advocacy events.
- Regular communication with the Cheshire Dance team (including, when appropriate, attending some team meetings which are held on Wednesday mornings in person and on Teams)
- Working closely with and supported by the Cheshire Dance Creative Director as line manager to ensure the programme strands are progressing and meet stakeholder needs.
- Working with the Cheshire Dance Director and DCNW Executive Partners to support DCNW development and advocacy.

**Budget Management:**

- Work with the Director to manage the Research / Creative Programme budgets
- Work with the Communications Manager to manage the content creation and distribution budget.
- Manage the advocacy events budget.

- Work with Cheshire Dance administrator to issue contracts/payments as necessary, ensuring artists are paid in a timely fashion.

**DCNW Executive meetings:**

- Attend DCNW Executive Steering group meetings.
- Provide updates to meetings about programme activity.

**Statutory requirements:**

- Comply with all Cheshire Dance Policies in areas such as safeguarding, health and safety, GDPR and Equity and Diversity.

<b>Experience &amp; Skills &amp; Attributes</b>	<b>Essential</b>	<b>Desirable</b>
	Extensive professional experience in managing creative/arts programmes	Experience of managing dance programmes
	Strong project management skills including in planning, budgeting, delivery, monitoring and evaluation	Experience of working directly with/supporting artists
	Experience of organising and facilitating knowledge sharing/advocacy events that include creative content/workshops	
	Strong organisational skills – able to prioritise and manage own time effectively	
	Extensive experience of evaluating and reporting on creative programmes	Experience and confidence in reporting to Arts Council England and using Grantium
	Excellent verbal and written communication skills	Experience of running steering groups and communicating with project stakeholders



	ICT skills and confidence in using Microsoft Office	
	High levels of accuracy and attention to detail in all aspects of work.	
	Self-motivated, able to work without direct supervision and take initiative	Proven record of leading projects/programmes
	Creativity, ability to problem-solve and think strategically	
	Active commitment to equity, diversity and anti-racism	

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**How to Apply:**

Interested applicants are invited to submit a CV and an expression of interest that clearly outlines their experience, skills and knowledge of managing creative programmes. Your CV and expression of interest should address the experience, skills and attributes as outlined above.

Cheshire Dance particularly welcomes expressions of interest from under-represented groups in dance and the arts. We will publish the interview questions and welcome conversations with enquirers in advance. We can support applicant’s access needs in attending their interview. Once appointed, we will seek to address any support, access or equality needs you might have in carrying out your Programme Manager role.

**Timeline:**

- Application deadline:** 23<sup>rd</sup> February 2024
- Notification of interview:** 29<sup>th</sup> February 2024
- Interview:** 7<sup>th</sup> March 2024
- Start Date:** To be negotiated
- Contract end date:** End Sept 2024



### Expressions of Interest

Expressions of Interest should be directed to Jane McLean, Creative Director of Cheshire Dance at: [jane.mclean@cheshiredance.org](mailto:jane.mclean@cheshiredance.org) with **'PROGRAMME MANAGER APPLICATION'** as the subject.

For an informal conversation about the role please email [jane.mclean@cheshiredance.org](mailto:jane.mclean@cheshiredance.org) with **'PROGRAMME MANAGER ENQUIRY'** as the subject, or, call the Cheshire Dance office between 9am and 2pm Monday-Thursday and speak to Jane, Suzi or Adam.

### About Cheshire Dance

Founded as a charity in 1976, Cheshire Dance creates opportunities for people of all ages, abilities and backgrounds to access dance and to use the artform to live healthier and happier lives. From delivering dance classes in the community, to providing professional development and training with artists and other professionals, hosting events and festivals, Cheshire Dance seeks to remove inequalities and co-create opportunities for people from all walks of life to experience the power of dance.

Cheshire Dance is also co-founder of Dance Consortia North West, a democratic partnership focused on artist, audience and market development involving 30 dance organisations, touring companies, venues and promoters, Higher Education Institutions and a 100+ strong network of Dance Artists based in the region.

Cheshire Dance is a National Portfolio Organisation of Arts Council England, delivers Funding Agreements with Local Authorities and other public and voluntary sector organisations and works extensively in partnership across the dance, arts, public, voluntary, health and education sectors.

Find out more at [www.cheshiredance.org](http://www.cheshiredance.org) and [www.danceconsortianorthwest.org](http://www.danceconsortianorthwest.org).