

Job Description

Job Title	Dance Development Artist for Cheshire West and Chester Borough (Maternity Cover)
Responsible to	Creative Director
Responsible for	Freelance Staff as appropriate
Employment Basis	Part Time, 4 Days per Week = 0.8 Full Time Equivalent (FTE) Fixed Term 13 month contract (August 2025 – August 2026)
Salary	£22,081 (0.8 of £27,601 Full Time Equivalent)
Hours	28 hours per week Time off in Lieu (TOIL) system operates
Place of Work	Cheshire Dance main office at Winsford Library – with options to work remotely/from home. The postholder will be required to work from the Cheshire Dance office a minimum of two days per week – one of which will be a Wednesday (and ideally the postholder would be available to be in Winsford on Tuesday afternoon and evenings although this is negotiable). The post-holder will be loaned IT equipment required to do the role (e.g laptop) Travel around Cheshire West and Chester is frequently required with occasional travel in the wider North West region.

Summary

The Dance Development Artist for Cheshire West and Chester (CWaC) is part of the Cheshire Dance core team and works in partnership with CWaC Council. The majority of the work will take place in this borough. There will also be Cheshire-wide initiatives and regional projects that the postholder will be involved in. This role involves programme development, programme management and some practical dance delivery.

Job Description:

Regular Programme Management and Development

- Manage all aspects of the development and delivery of the Cheshire Dance regular programme and Development Plan for CWaC
- Initiate and manage projects responding to partnership priorities and establishing new dance opportunities for specifically targeted groups and populations within the Borough.
- Manage and support a team of freelance practitioners
- Development and implementation of regular programme evaluation

- Report to programme partners using a variety of communication methods (written, oral, creative)
- Monitor regular programme budget and respond to changes accordingly
- Support the marketing and communications around the regular programme
- Regular communication and collaboration with the Cheshire West Arts Team, including scheduling, creating agendas and attending quarterly review meetings
- Work closely with and supported by the Cheshire Dance Creative Director as line manager to ensure the programme is meeting stakeholder needs.

Project Management and Development

- Maintain and develop relationships with partner organisations in a range of sectors (including arts and culture, health, Community and voluntary, education and local government)
- Develop specific projects and initiatives in response to partner needs and opportunities
- Create and manage project budgets (with the support of Cheshire Dance Director and Creative Director)

Creative Practice and Dance Delivery

- Work with the Cheshire Dance artistic team to support the development of innovative creative practice
- Deliver and lead high quality dance activities throughout the borough, in community, education and professional dance contexts, underpinned by the Cheshire Dance Creative Values
- Continue to invest in your own professional development (an individual professional development budget will be available to support this)

Strategic Development

- Work with Cheshire West and other sector partners to advocate for the transformative effects of dance across the arts, public and voluntary sectors.
- Play a full role as a member of the Cheshire Dance core team, attending team meetings (Wednesday mornings), liaising with and supporting the team in the delivery of its wider programme and reporting to the Creative Director.
- Stay up to date with relevant developments in dance and related sectors

Additional elements of the role:

- Some evening and weekend work will be required
- Cheshire Dance supports flexible working and operates a time off in lieu (TOIL) system.
- The post-holder will need access to transport, and must be able to travel around Cheshire West, with occasional travel around the wider North West (and potentially nationally)
- The post-holder will be required to undertake an Enhanced DBS check (or must currently hold one and be registered with the DBS update service)

Person Specification

The following skills, experience and competencies are required/desirable:

Experience & Skills Required

Essential	Desirable
Committed to developing own creative practice valuing awareness, authenticity, enquiry, flexibility, diversity and ownership.	
Degree in dance or equivalent training / experience. Practical knowledge of at least one dance form.	Knowledge of a variety of dance styles and approaches.
At least three years experience of teaching/facilitating high quality dance activities	Many years of teaching/facilitating experience in a variety of contexts, including community, education and professional
Understanding of community dance sector with at least two years professional experience working within it.	Understanding of and advocating for community dance in a variety of contexts including, education, youth, health and social care, disability and with older people.
A strong commitment to and belief in the transformative effects of dance activity	Some understanding of supporting dance in the education curriculum
Experience of working collaboratively within teams	Experience of supporting and managing other dance professionals
Some understanding of the current national context for dance	Knowledge of the North West dance infrastructure
Experience of working in partnership to deliver projects or activities	Experience of leading partnerships in a variety of contexts, including with sectors outside the arts
Experience of planning, administering, managing and evaluating projects/programmes with specific objectives	Experience of managing small project budgets Experience of managing artists and practitioners and commissioning delivery
Knowledge and experience in the use of Microsoft packages in an office environment	Experience using online tools/applications such as MS Teams and social media for communications.
Up to date knowledge of Safeguarding and risk assessments	A current DBS check using the DBS update service
Ability to travel independently around the county	Full current driving licence and access to own transport

Attitude and Approach to work:

This role requires the post-holder to be confident and clear in communicating through email, phone and in person. They should be comfortable with a varied workload and keen to support artists, participants and partners to have the best possible dancing experiences.

Key attributes required:

- Organised
- Attention to detail
- Ability to work independently
- Excellent written and verbal communication – willingness to communicate using phone, email and in person
- Ability to take initiative and deal with varied workload
- Ability to make decisions based on individual and group needs
- Ability to effectively problem solve
- A commitment to valuing and celebrating diversity
- A commitment to valuing and promoting wellbeing at work
- A commitment to contributing to an open and supportive working culture where all voices are heard and valued

Post-holder Benefits:

- Monthly phone allowance to support use of own mobile phone for work purposes
- Travel expenses reimbursed for work undertaken outside of the Cheshire Dance office
- Annual individual professional development budget
- Regular opportunities to take part in dance classes, workshops and professional develop events as part of your role
- Loan of Cheshire Dance equipment (inc. laptop) for work purposes
- Flexible working and time off in lieu system