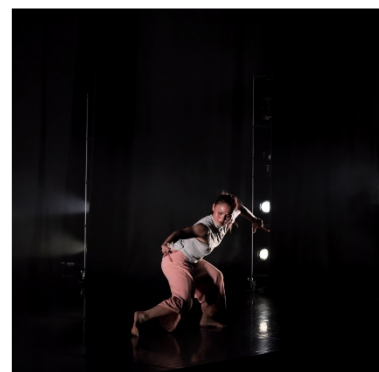
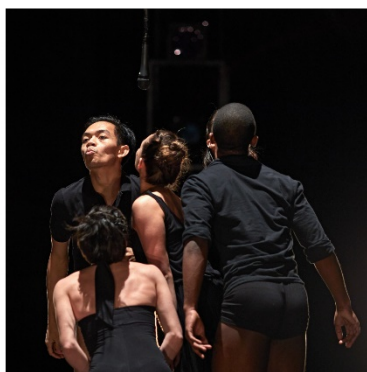


PHOENIX DANCE THEATRE

APPLICATION PACK CHIEF EXECUTIVE 2020



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

St Cecilia Street, Quarry Hill, Leeds, LS2 7PA

Tel + 44 (0) 113 236 8130 | info@phoenixdancetheatre.co.uk | phoenixdancetheatre.co.uk

Phoenix Dance Theatre is a registered charity and company limited by guarantee. Registered in England and Wales. Company reg. 1921513
Vat no. 206 0711 54 | Charity reg. 516672



PHOENIX DANCE THEATRE

Dear Applicant,

Thank you for showing interest in Phoenix Dance Theatre's CEO post. This is a new role and is a part time appointment for two years, that will provide strategic leadership to the company as we enter our 40th year and emerge from the Covid-19 pandemic.

Following the appointment of our Artistic Director, Sharon Watson, to the Northern School of Contemporary Dance and Executive Director Mark Hollander to Leeds 2023, we appointed Charis Charles to our vacant Executive Director post. Charis was our Director of Access and Education and has retained this role alongside her other responsibilities. Alongside this post we are currently recruiting a new Artistic Director and an Access and Education Manager. The CEO role will complete the Senior Management Team and will lead the organisation as we move forward into the next ACE NPO funding period in 2023.

This application pack contains the details of the role and some contextual information about the company. To find out more, we recommend visiting the [Phoenix Dance Theatre website](#).

To submit your application please send a Cover letter which addresses the job description and person specification outlining how you feel you meet the requirements and how you would propose approaching the role. Please also send a CV.

The closing date for applications is **12 noon Friday 2nd October**. Shortlisted candidates will be invited for interview in the week commencing 12th October.

If you would like to arrange an informal conversation about this post with me, please contact Executive Assistant, Bev Taylor to make an appointment. You can contact Bev via email bev.taylor@phoenixdancetheatre.co.uk or telephone 0113 2368 130, please note, Bev works Tuesdays and Thursdays.

Phoenix Dance Theatre is an inclusive employer. We value difference and recruit by merit based on fair and open competition. We welcome candidates from all backgrounds and from all sectors. We are particularly committed to supporting applications from black and ethnic minority applicants. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Single Equalities Act 2010.

If you require any access support if selected for interview, please inform the PDT team via email: recruitment@phoenixdancetheatre.co.uk or telephone: 0113 2368 130.

We would appreciate if you could complete our anonymous Equal Opportunities Monitoring form so that we can evaluate our recruitment practices. You can find the form by clicking here.

Yours faithfully,

Pamela Doherty

Chair, Phoenix Dance Theatre

PHOENIX DANCE THEATRE

A BRIEF OVERVIEW OF PHOENIX DANCE THEATRE

Founded in 1981 by three black British men from Harehills, Leeds, Phoenix Dance Theatre is one of the UK's leading contemporary dance companies.

Over nearly four decades the company has grown to be internationally respected for their artistic programmes which encapsulate the diverse spirit of multicultural Britain. Each year the Company embarks on national tours presenting critically acclaimed dance productions to audiences throughout the UK and further – reaching up to 20,000 people and engaging with up to 6,500 people through the Company's extensive education provision.

Phoenix Dance Theatre is the longest-standing contemporary dance company outside London and one of few mid-scale contemporary dance companies to employ a permanent company of professional dancers. Phoenix Dance Theatre's aim is to create dynamic, diverse and relevant work that embodies the Company's rich Caribbean history and which enriches and embodies the spirit of multicultural Britain.

Rooted in Nadine Senior MBE's principles of providing the highest quality, accessible dance provisions, the Company's Access & Education department is celebrated for inspiring and empowering people through the medium of contemporary dance. They are committed to providing opportunities for all through provisions which range from regular weekly classes as part of their Saturday School and Illuminate Dance programmes, prevocational training in the Youth Academies based in Leeds, Gateshead and York – to bespoke schools' packages working on Cross-Curricular or performance led projects.

As a repertory company, Phoenix Dance Theatre's presence both on and off the stage continues to develop and establish diverse new audiences for contemporary dance.

Sharon Watson was the seventh and longest-standing Artistic Director of Phoenix Dance Theatre. Trained at the London School of Contemporary Dance, she was one of the first female Principal Dancers invited to join the all-male award-winning Phoenix Dance Theatre (formerly Phoenix Dance Company), touring with the company from 1989 to 1997 where she choreographed *Never Still* and *Shaded Limits*. Having left Phoenix to pursue a number of other ventures including setting up her own company ABCD and lecturing at the Northern School of Contemporary Dance, Sharon returned in 2009 as the new Artistic Director. Since then Sharon has choreographed *Fast Lane*, *Melt*, *Never 2 Still*, *Repetition of Change*, *TearFall*, *Windrush: Movement of the People* and most recently *Black Waters*.

Although we were sad to lose Sharon and Mark, their departure to new roles created an opportunity to consider the company's management structure. Further, the Covid-19 pandemic brought new challenges and generated a need to take stock. PDT has recently reviewed its Board and is undertaking a programme of Board development alongside the recruitment of a new Artistic Director and part time CEO. We hope to have both appointments in post in January 2021 as the company enters its 40th year and reimagines its role in the dance sector.

PHOENIX DANCE THEATRE

OUR VISION

MISSION

To inspire and entertain through dance, and to develop new audiences for dance, whilst enriching and embodying the spirit of a multicultural Britain.

CORE VALUES

Phoenix seeks to deliver its mission through the pursuit of its core values of quality, diversity, inclusivity, access and communication, through all of its activities.

- **Quality**– in the individuals working with the company, in the work produced by the company, and in experiences for participants and audiences
- **Diversity**– in the composition of the company members, and in the kind of experiences and opportunities offered
- **Inclusivity**– in programming work that has broad appeal, and in particular in the range and scope of educational activities
- **Access**– in producing work that is accessible and open to audiences from diverse backgrounds, and in opening up educational experiences to as broad a range of people as possible with varying abilities
- **Communication**– in presenting work that is communicative and relevant to current audiences, and in the way we interact with audiences, venues and all partners

RECENT ACTIVITY

In 2018 Phoenix Dance Theatre embarked on a four-year programme that intended to rejuvenate audiences for dance, develop and better represent diverse artists and implement strategies to address the long-term fragility of the company's business model to develop a more resilient future.

In 2018, we premiered *Windrush: Movement of the People* and toured this production to packed auditoriums across the country, achieving the highest touring statistic in ten years, in February 2019 we premiered *The Rite of Spring*, the Company's first ever collaboration with neighbours Opera North and broadcast *Windrush: Movement of the People* on BBC Four. 2020 sees the Company's artistic output increase further, with the world premiere of *Black Waters*, a collaboration with Indian dance company, Rhythmosaic which will tour the UK and India, our Access & Education department delivers the *Black Waters Heritage Project* in tandem with the mainstage production, we expand our touring remit into non-conventional performance settings, pursue our international touring ambitions further and build towards the Company's 40th birthday year.

This programme has been significantly disrupted due to the Covid-19 pandemic and like all other organisations in the arts and cultural sector we have had to adjust rapidly to the changing contexts within which we are working. Our dancers will return to the studio in Autumn 2020 and will work with Artistic Associates to develop work and prepare for the launch of our 40th Birthday programme. You will be joining us in time to oversee this process and take our vision forward.



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JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE

To provide strategic leadership of Phoenix Dance Theatre by developing and implementing the company's vision which will build on the expansive legacy and achievements of the company and spearhead the organisation into an exciting new stage of its development. You will set the development programme determining the direction of travel and the new Business Plan 2022 – 2026 working closely with the Board of Trustees, the Executive Director and the Artistic Director.

The role is a part time role and is initially a two-year appointment to March 2023 when the new Business Plan will be implemented. The role is intended to lead PDT through a period of reframing and reset at a time of immense change within the sector and society as a whole. The Chief Executive Officer will demonstrate high levels of ambition and enthusiasm in establishing and delivering our strategic goals and objectives for developing the organisation further as an internationally significant dance company. The new Chief Executive Officer will create innovative models of operation for all activities, by developing business plans for a sustainable cultural and financial future.

KEY RESPONSIBILITIES

Strategic Direction

- Providing strategic leadership of Phoenix Dance Theatre working closely with the ED and AD
- Developing a sustainable business model which takes account of current and future challenges and risks whilst identifying opportunities and being innovative and exciting.
- Originating and progressing new ways of working that are sustainable and that meet the needs of stakeholders, audiences and participants
- Identifying new business and income opportunities for PDT
- Developing a new Business Plan for the period 2023 – 2027 and taking lead responsibility for the NPO submission in Autumn 2021 that will ensure a sustainable financial future for the company
- Strategic development and management of a network of international and national partners and stakeholders
- Working closely with all heads of departments to ensure that marketing & communications, access & education, technical and administration functions and teams all contribute to maximising impact and artistic outcomes
- Monitoring and understanding sector developments and policy and political change which impact the organisation

Governance

- Attending and servicing all board, and sub-committee meetings
- Supporting the Chair with an ongoing programme of board development

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Team Leadership

- Setting the tone in the organisation with clarity of direction, strong ethics and exceptional leadership
- Supporting the ED and AD and ensuring both have the support needed to fulfil their roles in the rapidly changing environment
- Provide effective inspiring direction and guidance for all the company's activities and for the whole team
- Ensuring successful internal communication and clear lines of authority and delegation
- Encouraging ongoing CPD and a culture of creativity and support
- Ensuring good communication of the mission, vision and values internally, so that the vision informs and influences the Company's practice and delivery
- Ensuring compliance with all employment and HR issues

External Relations

- Acting as an advocate and ambassador for PDT and ensure effective advocacy with all stakeholders, external agencies and partners consulting and keeping them informed
- Ensuring good communication of the mission, vision and values externally
- Ensuring the nurturing and maintenance of all relationships required for successful delivery of PDT's strategy and objective.
- Developing existing and building new partnerships
- Promoting the company's profile and reputation through participation in sector events and positioning the company as a reliable and trusted partner

THIS JOB DESCRIPTION IS AN OVERVIEW OF THE TYPE OF WORK THE SUCCESSFUL CANDIDATE WILL UNDERTAKE AND IS NOT AN EXHUASTIVE LIST.

PERSON SPECIFICATION

ESSENTIAL

Experience

- Significant and inspirational senior leadership in the arts and cultural sector
- Substantial experience in a senior leadership role with a track recording of inspiring the teams you manage
- Experience of confident representation of organisations on a public stage
- A proven track record in strategic planning, organisational development and change management
- Experience and knowledge of the policy environment and trends
- Experience of managing teams and proven ability to motivate and support
- Significant experience of negotiating, building and maintaining successful partnerships to support new developments
- Deep knowledge and understanding of the arts funding system and infrastructure in the UK
- Experience of governance and direct working with a Board

PHOENIX DANCE THEATRE

Skills & Ability

- Excellent organisational skills: ability to deal effectively with multiple workload demands
- Excellent communication and interpersonal skills with the ability to work with a broad range of people
- Excellent negotiation skills
- Proven and sound financial understanding and the ability to manage budgets
- Excellent written communication skills
- Ability to represent the company to a broad range of donors and stakeholders and ability to attract new support
- Confidence in building and maintaining relationships with public, private and corporate donors

Attributes

- Creative flair and entrepreneurial spirit with a keen eye for opportunities
- A passion for and commitment to live dance
- Commitment to equality
- Assurance and confidence
- Values driven

DESIRABLE

- Significant senior leadership in the dance world
- International experience and networks
- Knowledgeable and passionate about the work of Phoenix Dance Theatre

TERMS & CONDITIONS

Salary: £50,000-£55,000 (pro rata)

Contract: Two years

Reporting to: Board of Trustees

Responsible for: ED and AD

Location: Head Office, Phoenix Dance Theatre, St Cecilia Street, Quarry Hill, Leeds, LS2 7PA. This role requires you to oversee a number of tours and projects running simultaneously and may therefore require you to work evenings and weekends as well as travel the UK and internationally.

Hours: 20 per week but negotiable – a self employed contract would be considered

Probation: Six months