

SPRINGS

DANCE COMPANY

JOB OPPORTUNITY: Tour Coordinator

POSITION	Tour Coordinator
HOURS	14 hours per week (flexible working hours)
CONTRACT	Permanent
SALARY RANGE	£20,930 - £23,660 pa pro rata / £11.50 - £13.00 per hour (depending on experience)
LOCATION	Working from home
RESPONSIBLE TO	Company and Education Manager & Board of Trustees

BACKGROUND

We are a professional dance company, creating dance with heart and soul in theatre, church, school and community settings for more than 40 years.

We make and tour high-quality dance theatre that is relevant and life enhancing for everyone.

Our work has a voice and aims to inspire, move and nourish people.

We nurture and connect people and communities.

We encourage everyone to enjoy dance.

We are actively seeking to build a diverse working culture that is reflective of the society we live and work in.

Schools

We are the UK's leading specialists in cross-curricular Dance and R.E. (Christianity) in schools. Our workshops and interactive performances are providing much needed resources for:

- exciting ways for children and staff to engage with R.E. (Christianity)
- children to access education in other ways than at a desk
- physical movement, creativity and self-expression for children

Theatres, Arts Centres, Community Spaces and Libraries

In theatres and the wider arts world, we:

- create imaginative, inspirational and collaborative dance theatre
- have a particular love of bringing alive books and poems through dance for all the generations to enjoy together

Churches

Springs was formed in 1979 as a company that explored Christian worship and dance. In churches today we:

- express faith in a fresh and different way
- help churches connect with their local community
- connect, nurture and encourage people with a passion for dance
- provide opportunities and training for people to combine their faith with dance

Please visit our web site for further details about all aspects of our work -

www.SpringsDanceCompany.org.uk

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Springs Dance Company is a Company Limited by Guarantee, Registered in England and Wales, No. 6371136. Registered Charity No. 1136487. Registered Office Address: Whitehill Business Services, 3C Hopewell House, Whitehill Ind Estate, Whitehill Lane, Royal Wootton Bassett, SN4 7DB. Patrons: Jeremy Begbie, David Bintley CBE, Steve Chalke MBE, John Drane, Roger & Faith Forster, Candida Hadler, Pam Howard MBE, Michael Nazir-Ali, Robert Penman, Judith & Geoffrey Stevenson.

THE ROLE

The Board is looking for one exceptional and experienced individual to become a core member of the team.

The Tour Coordinator is responsible for booking and coordinating performances and workshops to churches, schools, theatres and other venues. This will involve advertising our work, securing bookings, completing bookings administration, organising travel logistics and liaising with the Company and Education Manager to ensure all touring runs smoothly.

This is a fantastic opportunity for someone with excellent communication and organisational skills to join a small but dedicated office team, working for a very well-established organisation with a large output.

The role is offered part time employed for 14 hours per week, although there is scope to increase this if booking targets are hit. Working hours would be flexible, however 80% of the work would need to take place during normal office hours. This role would be working from home, although the office team try to work together monthly in Central London. Due to remote working, the applicant must have access to strong Wi-Fi and phone network when working.

Please note that the Company tours nationally. The Tour Coordinator would not be required to tour with the Company, although would be expected to attend performances and workshops within their local area where possible.

We are actively seeking to build a diverse working culture that is reflective of the society we live and work in, so we encourage applications from under-represented communities and groups.

RESPONSIBILITIES

- Responsible for booking Company tours and workshops, including putting together content and publicity, circulating to existing networks, advertising, creating e-mailouts, responding to enquiries and booking dates
- Identify new opportunities for the Company for where we can deliver performances and workshops, then convert these to bookings
- Maintain and grow relationships with existing partners and maintain the contacts database
- Prepare contracts and itineraries for bookings
- Organise and coordinate all dancer logistics, such as travel, accommodation and per diems
- Work with the Company Manager to put together full tour plans for the dancers, ensuring that all contractual agreements with the dancers are adhered to
- Hand over all relevant information to a lead dancer ahead of bookings, making sure they have every piece of information they need
- Collate all dancer expenses and calculate travel expenses for venues following bookings
- Follow-up with venues to collect feedback and monitor impact of the Company's work
- Be the main point of contact for venues from start to finish, ensuring that all information is passed on to the appropriate person within the Company
- Attend staff meetings and feed bookings knowledge into longer-term company planning
- Attend some events and performances for networking purposes, to build new contacts, and to follow up with potential leads afterwards

Through everything the Tour Coordinator does, they should be willing to uphold the excellent reputation of Springs Dance Company and be committed to the aims and policies of the Company.

PERSON SPECIFICATION

Essential

Well-developed communication and inter-personal skills, with a warm and personable manner on the phone, by email and in person
Excellent organisational skills, initiative, drive and commitment
Fast working pace, meticulous eye for detail, delivering required results on time and within budget
Ability to work independently
At least two years' experience in a relevant role
Strong written and spoken English
Proficient in the Microsoft Office Suite
Ability to think strategically, connecting ideas in order to network effectively
Commitment to working collaboratively within a small team
Practical, and good at problem solving, solutions focused
Supportive of and willing to work under the Company's Christian ethos and charitable objectives.

Preferable

An understanding of good arts practice and of practical issues affecting dance
Knowledge of the dance world, theatre world, formal education sector, and Christian community
Understanding of church organisation and structures across various denominations
Experience of booking tours to theatres and community venues
An understanding of the educational and arts funding climate
Experience working with a CRM database system

The purpose of this document is to describe the key accountabilities that the person holding this position needs to achieve. It is not an exhaustive list of responsibilities of the role and the requirements of the role may change in consultation with the Director and the Board of Trustees.

HOW TO APPLY

Please fill in the Application Form and Monitoring Form.

We are interested in finding the right person for the role who is dedicated and fits the essential person specification, regardless of their education or background in a similar role. Therefore please use the questions on the form to do this and to demonstrate the qualities, strengths and transferrable skills you would bring to our team.

The monitoring form does not form part of the application and is simply for us to understand where you would have seen the role and how we might be able to do better in ensuring that everyone has fair and equal access to job opportunities with us.

Application Form –

www.springsdancecompany.org.uk/images/downloads/Application_Form_2022.docx

Monitoring Form –

www.springsdancecompany.org.uk/images/downloads/Equal_Opportunities_Form.docx

Deadline – Midnight, Sunday 30th October 2022

Interviews will be held on Zoom during the week commencing 31st October and 7th November 2022.

If you have any questions about the job role or recruitment process, please do not hesitate to contact Eliza Reger (Company and Education Manager) on jobs@springsdancecompany.org.uk