

NEW/ADVENTURES

Projects Manager

Job Description

November 2017

Projects Manager Application Pack

Thank you for your interest in the post of Projects Manager at New Adventures.

The contents of the pack include:

- information about the company
- a job description
- a personal specification
- guidance for applicants

How to apply

Before submitting an application please read the information and guidance notes provided in this pack carefully.

To apply, please complete an Application Form and an Equal Opportunities Monitoring Form.

This pack, the Application Form and the Equal Opportunities Monitoring Form can be downloaded from our website: <http://new-adventures.net/company/auditions-jobs-and-work-experience>

If you require this pack or application in an alternative format please contact us on 01252 597050.

Submitting your application

Please submit your application and equal opportunities monitoring form to: louise@new-adventures.net with the subject field marked 'Projects Manager Application'

Recruitment Timeline

Closing Date:	Monday 4 December at 12 noon
First Round Interviews:	Thursday 14 December in London
Proposed Second Round Interview Date:	Tuesday 19 December TBC in London
Successful candidate joins team:	ASAP from date of offer

Travel expenses will only be available to candidates who make the second round of interviews.

Matthew Bourne's New Adventures

Welcome to a great British success story.

Mixing popular appeal with a ground-breaking, unique theatrical language, world class dancers and high-quality production values, New Adventures is one of the great success stories of British theatre.

Under Matthew Bourne's inspired leadership, the Company has won the Manchester Evening News Dance Award four times, and been given a Special Theatre Managers Association (TMA) award for its commitment to national touring and audience development. In 2015 Matthew Bourne received a special UK Theatre Award for Outstanding Contribution to British Theatre and in 2015 the Company also won the Stef Stefanou Outstanding Company Award at the National Dance Awards. In 2017 New Adventures won The Stage International Award in recognition of taking *Sleeping Beauty* to audiences across Asia in 2016. The Asia Tour reached over 70,000 people and many workshops and masterclasses were delivered to a range of people and ages.

New Adventures has notched up numerous international awards and a staggering 12 Olivier Award nominations. Over the past 30 years Matthew Bourne has created 10 full-length productions and a triple bill of short works. In 2016 Bourne created his 11th full-length production *The Red Shoes*, based on the film by Michael Powell and Emeric Pressburger and the Hans Christian Andersen fairytale, with music by Bernard Hermann. It has since been performed to sell out audiences across the UK and won two Olivier Awards in 2017 for Best Entertainment and Matthew Bourne for Best Theatre Choreographer.



Matthew Bourne's production of *The Red Shoes*, 2016

(Photo: Johan Persson)

This award-winning repertoire has inspired and thrilled over 4.5 million people worldwide. Perhaps best-known for its now legendary *Swan Lake* with its corps de ballet of menacing male swans, New Adventures' intriguing twists on the ballet classics also include *Nutcracker!*, *Sleeping Beauty*, *Cinderella*, *The Car Man* based on the opera *Carmen* and *Highland Fling* based on *La Sylphide* set in contemporary Glasgow. Bourne has also been inspired by film and literature in his innovative productions of *Edward Scissorhands*, *Dorian Gray*, *Play Without Words* and *Lord of the Flies*, which united professional dancers and young men with no previous dance experience. *Early Adventures* re-visited some of Bourne's early works for Adventures in

Motion Pictures and toured to mid-scale theatres across the UK as part of the Company's 25th Anniversary celebrations and returned in 2017, as part of the Company's 30th Anniversary celebrations.

New Adventures tours to more UK and international venues and gives more performances each year than any other UK dance company. For over 10 years the Company has been British dance's biggest export, performing seasons at the world's most iconic venues including Sydney Opera House, New York City Center, The Chatalet in Paris, The Kennedy Center and The Moscow Arts Theatre, and the most prestigious Festivals such as Edinburgh, Ravenna and Chekhov International Festivals. It regularly tours to Japan, the USA, Australia and Europe.

A pioneer in taking dance to wider audiences through the medium of film, most of New Adventures' productions have been filmed for television broadcast or cinema screenings. The recording of *Swan Lake* by Sky Arts 3D became the first ballet to be shot in 3D for cinema and DVD release.



Matthew Bourne's *Swan Lake*

(Photo: Helen Maybanks)

Investing in the future of dance and theatre, Re: Bourne, the charitable arm of New Adventures, was formed in 2008. Every year Re: Bourne engages in inclusive projects with thousands of people of all ages and ability, as well as emerging artists across the UK. Projects have also been delivered in China, Singapore, Japan, South Korea and across the USA.

In 2014, the national tour of *Lord of the Flies* visited 13 cities, engaging over 8,000 young people in dance activity, many for the first time, delivering 80 performances and reaching some 75,000 people as audiences. Following the success of the show in the UK the production had its first international season at Arts Centre Melbourne, Australia in 2017.

As part of Re: Bourne's work with emerging talent the New Adventures Choreographer Award was launched in 2010 to support and encourage the next generation of dance-makers. It has become one of the most prestigious and sought-after choreography awards for new artists and biennially showcases the work of a young choreographer. Re: Bourne continues to work with universities and conservatoires to support the

next generation of artists as well as Overture, an exceptional professional development opportunity for dance practitioners working in communities across England.

Re: Bourne delivers a range of diverse projects to support health and wellbeing. In partnership with Dementia Pathfinders, Re: Bourne works in care homes to lead dance workshops for people living with dementia.

Employing over 1,500 dancers, musicians and theatre professionals over the last decade, New Adventures supports the artistic and professional development of artists at all stages of their careers.

Matthew Bourne was knighted in the 2016 New Year's Honours List for services to Dance.



William Patten Primary School Workshop

(Photo: Alicia Clarke)

New Adventures

Job Description: Projects Manager

As at November 2017

Purpose

Working closely with the Executive Director, Resident Artist, General Manager, Re:Bourne and Associate Artistic Director the Projects Manager supports Matthew Bourne's artistic vision by leading a range of projects across the business plan.

Responsible to: General Manager, Re:Bourne

Responsible for: Freelance and contracted project leaders, practitioners, coordinators as required

Key responsibilities

Talent and Development

- Working closely with the Associate Artistic Director, Resident Artist and Executive Director manage our relationships with conservatoires and training institutions
- With the Artistic Director, Associate Artistic Director, Executive Director and others, contribute to managing and delivering the launch, selection process and award of the New Adventures Choreographer Award
- Lead and manage our talent development projects that support the repertoire

Children, Young People, Communities

- Develop and manage initiatives for identified groups in collaboration with external partners
- Project manage all our relationships and projects with schools
- Develop and manage workshops and programmes for festivals and other large-scale outdoor events
- Develop a project profile across the South East of England with key partners including the Farnham Maltings in Surrey where we have a base
- Research and develop proposals for creative learning initiatives
- Commission the creation of creative learning resource packs to support insights into New Adventures productions
- Lead and manage our curtain raiser projects with venues across the UK and overseas

Advocacy, project development and management

- Build and maintain relationships with creative learning and education colleagues in the venues to which the Company tours, in other dance companies and with key funders and stakeholders to promote New Adventures as leading best and innovative practice in creative learning and talent development
- Build and maintain partnerships with key schools, colleges and other organisations
- Make presentations to seminars, conferences and other events as required
- Attend creative learning activities, performances and other events, representing and advocating for New Adventures
- Create project plans for delivery of creative learning and talent development initiatives to include timescales, key milestones, personnel requirement as required
- Create project budgets in conjunction with the General Manager, Re:Bourne

- Contribute to making applications to Trusts and Foundations and other funders to support the delivery of creative learning and talent development initiatives, as agreed with the Executive Director
- Contribute to the communication strategy of projects in collaboration with our Audience Development Coordinator
- Contract dancers and other artists leading Re:Bourne projects
- Working with the General Manager, Re:Bourne ensure quantitative and qualitative documentation and evaluation of initiatives and projects, including in formats that can be reported to the Board and Arts Council England.

Professional development

- Undertake courses, formal and informal training, for the purpose of developing skills, knowledge and understanding in identified areas of responsibility, as agreed with the General Manager, Re:Bourne.

General

- Other responsibilities and tasks as reasonably requested by the General Manager, Re:Bourne.

Personal Specification

ESSENTIAL

- At least three years' experience of a similar role in a performing arts organisation
- Proven track record of devising and delivering successful creative learning projects
- Experience of setting, managing and monitoring budgets
- Keen interest in arts engagement and a passion for increasing inclusivity and diversity
- Understanding and experience of the needs of working with artists
- First class command of English, written and oral communication skills; ability to draft/write letters, policy documents, deal with telephone calls/messages, e-mails etc
- Fully IT literate and confident of using all the tools available through a PC and/or Apple Mac.
- Excellent interpersonal skills to build close working relationships with colleagues and external agencies. Presentable, friendly and confident with an approachable manner
- Well organised with a flexible and proactive approach to work and the ability to work to deadlines whilst prioritising a varied workload
- Willingness to work as a team member initiating and building on ideas and prepared to see tasks through to completion.
- Flexible and willing to work in evenings and at weekends and to travel across the UK and overseas when required
- Willingness to work as part of a small team, to be creative with ideas and energetic in an approach to deliver first class activity.

DESIRABLE

- Experience of working in a dance company/environment
- Previous dance training in any discipline
- An understanding of the dance education landscape in the UK

Summary of Main Terms and Conditions

Salary:	£32,000 per annum
Hours of Work:	The working week is 40 hours including a one-hour lunch break. Usual office hours are 10:00 – 18:00, Monday to Friday. The nature of the responsibilities is that additional working may be required. No overtime will be paid but time off in lieu may be taken with prior agreement.
Location:	Re:Bourne is based at the Farnham Maltings in Surrey and has a small office at Sadler's Wells in London. The postholder will also be required to travel around the UK with our touring productions and occasionally overseas. The most regular working location for the successful candidate will be discussed at offer stage.
Line Manager:	General Manager, Re:Bourne
Probationary Period:	Three months during which time one week's notice is required by both parties
Subsequent Notice Period:	Two months from both parties
Paid holiday entitlement:	Twenty days per annum, increasing by one day for each year of service up to 25 days. When possible, the office is closed between Christmas and New Year, this is additional to the annual holiday entitlement.
Identity checks:	The successful applicant will need to provide official documents to confirm that they have the right to work in the UK and undergo a check with the Disclosures and Barring Service.