

PROJECTS PRODUCER, KERRY NICHOLLS DANCE

Job Title:	Projects Producer
Reports to:	Director
Duration:	10 months
Time:	2 days per week
Rate:	£120-140 per day (negotiable, based on experience)
Role:	Freelance

BACKGROUND INFORMATION

Kerry Nicholls Dance (KND) inspires learning, creativity and leadership whilst fostering artistic adventure.

Founded in 2012 by multifaceted dance artist Kerry Nicholls, KND exists to create innovative learning platforms of excellence. Through interrelated strands of teaching, choreography, mentoring, direction and consultancy, KND devises and champions educational and professional development opportunities for dancers, artists, companies and organisations.

By empowering individuals to bridge the gap between their potential and achievement, KND nurtures personal artistic change, promotes industry development, and aspires to redefine excellence in the arts and cultural sector.

KND SINCE 2012

KND has devised and delivered a number of projects since its launch, these include:

- > Winter Masterclasses 2012, *Sadler's Wells*
- > Summer Masterclasses & Workshops 2013, *English National Ballet (ENB)*
- > Autumn Choreographic Workshop 2013, *Royal Festival Hall*
- > Summer Masterclasses 2014, *ENB*
- > Performance Mentoring Programme 2014, *ENB*
- > Performance Mentoring Programme 2015, *ENB*
- > Autumn Masterclasses 2016, *Rambert*

In addition to these 'in-house' productions, Director Kerry Nicholls continues to lead and deliver on a diverse range of projects within the arts and cultural sector. For more information, visit our [WORK](#) page on the KND website.

JOB SUMMARY

KND is seeking an experienced **Projects Producer** to work with the company in an exciting new phase of its development to produce planned activity for 2017.

The Projects Producer is a collaborative role, working very closely with the Director Kerry Nicholls to realise KND's mission and aims. It asks for an investment in KND and its development. The Projects Producer is actively encouraged to be curious and look for development opportunities, to share ideas, to take initiative and to make suggestions. The Projects Producer is responsible for producing KND's 'in-house' productions. The Projects Producer also communicates with Kerry and other collaborators and participants of KND's work to help administratively and logistically with required tasks for any given project.

DUTIES AND RESPONSIBILITIES

Produce KND's 'in-house' productions

- Work closely with Director to realise 2017's schedule of KND projects
- Manage project budgets and monitor and log income and expenditure
- Coordinate with venues where projects will be delivered to ensure smooth running of project and maintain relationships with contact in these venues
- Schedule, contract and communicate with artists that will deliver on KND projects
- Effectively promote and market KND projects via relevant channels to attract high-calibre and relevant artists
- Support Director in selection of artists for projects
- Coordinate and manage bookings for KND projects and maintain communication with all participants before, during and after
- Support Director in evaluating projects, both for KND and for funders

Manage KND's funding relationships

- Manage relationship with contacts at relevant funding bodies
- Support Director in completing and submitting necessary reports and evaluations for funders

Communication

- Update and maintain website, including pages, posts, events and photos
- Support Director in preparing digital content relating to projects to for sharing on social media
- Support Director in preparing and mailing quarterly newsletter to mailing list via mailchimp
- Maintain brand in all external documents/information

Coordinate KND Mentoring

- Respond to mentoring enquires to personal and info@ email address
- Communicate with Director to schedule mentoring sessions
- Communicate with mentees to coordinate sessions
- Create invoices and letters of agreements for mentees

Coordinate KND Advisory Board

- Communicate with Advisory Board (AB) and keep members updated on KND developments
- Schedule AB meetings, create agendas, attend and minute board meetings

General Requirements

- Represent KND at external meetings and when communicating with KND stakeholders
- Support Director in other company administration tasks as necessary
- Seek development opportunities
- Manage key relationships
- Oversee and collaborate with the Director on the general management of KND including bid writing, development of business plan and relationship management

This job description is a guide to the nature of the work requires of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

PERSONAL SPECIFICATION

Essential

- Experience producing arts projects
- Experience managing budgets
- Excellent computer skills, including Microsoft Word, Excel, Powerpoint
- Excellent communication skills, both written and verbal
- Ability to prioritise, meet deadlines and work simultaneously on numerous tasks
- Proactive, independent working approach
- Excellent attention to detail
- Flexible working approach and working hours

Desirable:

- Wordpress or other CMS knowledge
- Mailchimp or other email marketing service knowledge
- Experience of basic company/project bookkeeping
- Experience of Kashflow/Quickbooks or similar cloud-based software
- Working knowledge of and connections within UK dance sector
- Fundraising experience
- Knowledge of Arts Council England grant applicant processes
- Familiarity with Kerry Nicholls' diverse strands of work and KND's ethos as a brand, including knowledge of KND's previous and current projects

CONDITIONS OF EMPLOYMENT

This is a fixed-term position of 10 months with a view to an extension dependent on funding / with a view to becoming permanent depending on funding.

It is a part-time position based on 2 days (16 hours, including 1 hour lunch) per week.

Ideally the candidate should be available to start mid-May 2017 but this could be negotiable.

The Projects Producer will mainly work from home but be available to attend meetings with the Director and the Advisory Board in Central London. It is essential to have access to a personal computer and internet.

KND will employ the Projects Producer on a freelance basis, successful applicant must have the legal right to work in the UK and must demonstrate that they are registered with HMRC as a freelancer and have a Unique Tax Reference number.

This post carries a probationary period of three months, during which time the notice period required by either party is two weeks. Subsequent to a satisfactory review, the notice period after this is increased to one month.

To Apply

Please email a *Curriculum Vitae* including two referees and a cover letter of no more than one page (addressed to Kerry Nicholls) detailing your skills and experience, and your availability for an interview to info@kerrynicholls.com with subject **Projects Producer App [YOUR NAME]**. Documents should only be sent as PDF documents. Please note we cannot accept paper applications.

Interviews will be scheduled to take place between Wednesday 26 April - Tuesday 2 May

Deadline for application: 9am Friday 21st April 2017

Applications received after this will not be considered.