



BDN Trainee Director

Part-time position - 1 day a week

£3,600 pro rata (full-time equivalent is £39,000, which will increase after six months).

This is a PAYE post, which includes holiday/sick pay and pension contributions.

Contract initially runs for approximately six months with the expectation that it will continue to a more permanent Co-Director role, funding dependent.

Deadline to apply: noon on Thursday 24 February 2022

Birmingham Dance Network is looking for a new Trainee Director to join the team!

About Birmingham Dance Network

BDN is an artist-led organisation that seeks to support fellow dance artists from around the West Midlands. We believe that community is everything, and working together can make us all stronger and more creative, giving us the opportunity to be inspired by each other's successes.

Since 2013 we have been supporting artists by creating space for performance, learning, networking and playing. We host live performance events for new work from West Midlands artists, monthly socials to bring people together, training and professional development workshops and classes, and choreographic labs that give artists the time and facilities to play with new ideas. We have signed the More Than A Moment pledge, as we are committed to equity and equality in the arts.

BDN's vision is:

- to have a connected and supported network of freelancers in the West Midlands
- to lead the way for freelance dance artists to access leadership roles regionally and nationally

- to retain and support a strong, diverse and thriving independent dance sector in the West Midlands
- to be an example of best practice in how freelance dance artists are supported

Working Culture

BDN's structure is an example of distributed leadership, promoting a flattened hierarchy and including the core team in decision-making. We value team members as equal players in decisions and seek the views of the community of freelancers in strategic decisions.

We create safe spaces for dance freelancers, and want to increase participation in advocacy and activism around freelance working. We care for the community we serve and want to encourage a supportive network. We want to offer training, mentoring and key information that will allow freelance dance artists to access positions of responsibility and power. It is our core belief that artist-led organisations and freelance artists have a fundamental role to play in shaping the sector.

We have an Advisory Group that is invaluable in supporting and guiding our strategic direction and the new Director will engage with them, both in meetings and outside of these.

We are committed to positive action to tackle systemic marginalisation and we will implement the Rooney Rule. This means we will offer interviews to all candidates who meet the basic eligibility criteria and are Black, from the African Diaspora, from the South, East or Southeast Asian Diaspora, of Caribbean and/or Latinx heritage, and/or of Middle Eastern, Roma, Irish Traveller or Jewish heritage. If you identify as D/deaf, disabled and/or LGBTQI and meet the basic criteria you will also be guaranteed an interview for this role.

About the role

The trainee directorship is a senior role, working alongside fellow Co-Director, Karen Wood and Artistic Director, Genevieve Say. The new Trainee Director will work collaboratively with the senior team but will ultimately be answerable to Karen and Genevieve. As a Trainee Director, you will bring an openness and willingness to learn and shape a new role with the organisation and contribute to the future direction of BDN. We are looking for someone with a creative mind who enjoys collaborating on new projects. This might not be a role you have had before but you are interested in leadership in the sector and this could be a route in.

You will work alongside the directors for the first six months on an upcoming project to learn how BDN project manages. You will also work with the other core BDN team members (the Marketing and Communications Lead and the Finance and Administration Lead) to learn about the operation and infrastructure of the organisation, take advantage of training courses that have been identified and equip yourself to move to the next phase of the directorship in September.

Principal Duties and Responsibilities

Leadership and Strategy

- Able to think with energy and vision about BDN's future, and work collaboratively with the other Directors, BDN's Advisory Group and the broader network to shape our future direction
- Encourage creative risk-taking within BDN and its models of working
- Be part of a positive, 'can do' approach in the organisation while thinking about how BDN can be resourceful and adaptable in its approaches and operations.

Financial and Operational

- Co-lead the sustainable financial and operational management of the organisation
- Co-manage all legal aspects of the running of the organisation, including its partnership contracts and insurance
- Make BDN's operational management more effective and streamlined, including the writing of policies

Fundraising and income-generation

- Develop new income streams with new thinking about income-generation and fund-raising and grow existing income streams to maximise the potential for financial security and self-sufficiency
- Generate revenue from a variety of fundraising sources including trusts and foundations, companies, individuals and the public sector

Advocacy and Communications

- Be a public face of BDN
- Advocate for the organisation to inform policy, practice and influence as needed, especially in relation to its social, economic and cultural values
- Maintain and develop effective networks and relationships with potential and existing funders, supporters and stakeholders

Trainee Director Profile

Essential

- Have your own artistic practice
- Excellent written and verbal communication skills
- A passion for the development of professional dance provision, preferably with a specific interest in dance forms other than contemporary dance practice in Birmingham and beyond
- Prior experience of leading a team (this could be in a voluntary role)
- Experience of fundraising from a variety of sources
- Excellent time management
- Able to work flexible hours
- An innovative and creative approach to strategic thinking
- Some financial management skills and experience of managing projects
- Understanding and experience of developing relationships, brokering partnerships and influencing a wide range of stakeholders
- Fluent IT skills including knowledge of databases and spreadsheets
- Excellent interpersonal skills

Desirable

- Birmingham/Black Country based
- Driving licence and your own car (where possible, expenses will be paid when using the car for business)
- Experience of developing/building an organisation

- Broad understanding of contract, employment and equalities legislation
- Experience of project monitoring, evaluation and report-writing
- Experience of curating other artists' work
- Experience in bid writing and familiar with Arts Council England's Let's Create strategy

This is a part-time PAYE role for one day a week. The BDN team all work flexibly and we will be able to discuss flexible working arrangements that suit your needs.

How to apply

If you are interested, please send the following to megan@birminghamdancenetwork.co.uk by **noon on 24 February** with 'Trainee Director' as the subject title:

- A **cover letter** (no more than two sides of A4) explaining why you would be good for the role, and how you meet the Duties and Responsibilities and the Profile. Please ensure that the letter is a separate Word document and not in the body of an email. This could also be in the form of a sound recording or video recording (no more than five minutes long)
- Your **CV** outlining relevant work, along with **two references**
- A completed **monitoring form**

You must submit all three documents to be eligible for the role.

If you want some tips on writing a good cover letter, our friends at Fierce Festival offer this advice, which we fully agree with: [here](#).

If you want to speak to BDN about the role or about how we can make the role/application process more accessible, please email karen@birminghamdancenetwork.co.uk

The Shortlisting Process

Shortlisting is carried out purely on the basis of the information contained in the documents you submit. Candidates are assessed against the attributes of the person specification, and if these are not met, or if there is insufficient detail to make a judgment, the application will be rejected. We will anonymise names in CVs and letters for shortlisting as a way to mitigate bias.

Shortlisted applicants will be informed by 2 March and invited to interview in the week of 7 March. We would like you to begin the role in the week of 4 April.