



## **RETINA DANCE COMPANY Recruitment for COMPANY MANAGER**

Thank you for your interest in the post of Company Manager. This pack includes:

- Company information
- Job description
- Person specification
- Terms and conditions
- Application form

Please submit the application form and your CV by email and post by 5pm on Friday 11<sup>th</sup> June 2010.

Interviews will be held on Monday 21<sup>st</sup> June in Nottingham.

Best wishes

Natalie Gordon  
Producer

**Retina Dance Company  
College Street Centre, Nottingham, NG1 5AQ, 0115 947 6202 (225)  
[www.retinadance.com](http://www.retinadance.com)**

## Retina Dance Company Information

Retina Dance Company, under the artistic direction of Filip Van Huffel, have established themselves as innovative and dynamic voices in both the British and European contemporary dance scene. Founded in 1995, Retina has created eighteen company works to date and has toured throughout the UK, Belgium, France, Germany, India, Italy, Portugal, Switzerland and Venezuela.

Retina create and tour contemporary dance works that comment on today's society through close observation of people, their physical quirks, movement and spatial behaviour. Retina's choreography is characterised by physically vibrant movement, compelling energy and ground-breaking partner-work encased in an artistic atmosphere.

Retina's early works **Battery, Crave, Pit**, and **Tweeling** attracted a three-year sponsor, ABSA and London Arts funding which enabled them to develop Filip's choreographic style and to identify their strengths. Since 1999, Retina has been supported by both British and Belgian funding organisations. Through their support, they created full-length productions: **Hard Shoulder** in 1999, **Oxygenius** in 2000, **Toxin** in 2001 and **X :** in 2002. During 2003, Retina created two productions, **Freeze**, a Dance for the Camera BBC/ACE production with director Lucy Baldwyn and their touring production **Me:Mo**.

In 2004, Filip broke the 'creation - tour' cycle to give himself some time for experimentation with his choreography and movement vocabulary. It was an invaluable period, allowing Filip to explore his full potential, and to create a new vision for the company. Funding was obtained from Arts Council England, East Midlands to support organisational development and artistic research and to relocate from London. As a result, Retina now has an office base in Nottingham UK and in Antwerp Belgium, and has been able to develop the management, education and marketing aspects of the company. It has been an incredibly exciting period and Retina is enjoying the chance to develop their role as a regional resource for dance as well as their national and international profile, incorporating their touring productions, workshop programmes, professional training and community projects.

In 2005 Retina produced **Eleven stories for the body, distance to our soul**, a production that used eleven different texts created specifically for the piece, some of which were obtained through a writing competition. The work toured widely with great success.

In 2006 Retina led a professional development project **PAGE1** for graduate dancers to gain experience and skills within the dance field in a large-scale project across the East Midlands. **The boy who never grows old** was produced as a touring work within this project and due to its great success with audiences across the region, Retina kept the work in their repertory for national touring.

In 2007 Retina produced **This is not a body**, a production that used surrealist art as its inspiration through a collaboration with visual artist Brian Hartley. This work toured throughout 2007 and 08 with an excellent response to the beauty and power of the work and the dancers.

In autumn 2008 Retina produced a 30-minute production **Relative Danger**, created specifically to be accessible to wide ranging audience groups and was performed alongside a lecture demonstration that opened up the choreographic process to the audience.

**Antipode** was produced in 2009 for a premiere in Hamburg's DanceKiosk festival in July 2009. A full-length production for an all male company astounded audiences with extreme technique, energy, power and sensitivity set to a beautiful musical score by composer Joris Vanvinckenroye.

Currently **La Lutte** is in creation for a premiere in Edinburgh Festival in July 2010. This male duet explores the struggle to communicate with self and one another, and is set in a wrestling arena. **La Lutte** will tour both independently and in a shared bill with **Antipode** through 2010 and 2011.

Throughout all of their touring productions, Retina continues to develop their participatory programme of activities that encompass one off workshops, week long residencies, collaborations and site specific projects. Retina also has a youth dance company that perform work created by Filip Van Huffel or company members. **Retina Youth Dance Company** will be performing in the Youth Dance England's U-Dance competition in July 2010, representing the East Midlands.

Retina is concentrating its efforts this year on developing an organisational development application for Arts Council England to enable a full time Managers post from April 2011 as well as supporting an ambitious plan of activity for the future years. The Company Manager will be involved in this process.

**[www.retinadance.com](http://www.retinadance.com)**

# **Retina Dance Company - General Manager job description**

## **Purpose of job**

To contribute to the sustainability of Retina Dance Company through sound management practice that supports the development and both short- and long-term goals of the company. To manage the UK operations of Retina Dance Company in conjunction with international activity.

## **Responsible to:**

The Manager will be responsible to the Artistic Director (Filip Van Huffel) and Producer (Natalie Gordon) for the following duties to be performed in the best interests of Retina Dance Company.

## **KEY ACTIVITIES:**

### **1. Planning, organisational development and management**

- Actively engage in and contribute to the strategic development of the organisation alongside the Producer and Artistic Director
- Attend team planning meetings
- Keep company policies up to date and implement
- Maintain and develop company systems
- In conjunction with Producer, day to day management of Administrator, marketing assistant and dancers
- Acceptance and implementation of Retina's code of conduct, child protection policy and equal opportunities policy

### **2. Project management**

- Arrange and attend meetings with venues and organisations to prepare and consolidate projects
- Liaise with venues and hosts of projects

### **3. Tour booking and management**

- Contact UK and international venues and book performances for upcoming productions
- Contract venues and service venue requirements

### **4. Marketing and profile**

- In collaboration with marketing assistant, produce a marketing pack for the current touring productions
- Contribute to raising the profile of Retina Dance Company

### **5. Education programme**

- Engage in planning education projects in relation to the company tour schedule
- Coordinate education programme alongside current productions
- Manage the running of Retina Youth Dance Company

### **6. Networking**

- Initiate, maintain and develop relationships with venues and organisations within the East Midlands region
- When required, discuss and meet with national funders, venues, National Dance Agencies and organisations and producers to build relationships, enhance Retina profile and remain informed about changes within sector

- Represent Retina Dance Company in the UK at appropriate meetings and events

### **7. Fundraising (depending on number of hours and experience)**

- Assist Producer to complete funding applications for future productions and projects
- Alongside Producer secure funds for Management for subsequent years, aiming to fund additional roles to expand the company administrative base in the future
- In conjunction with Producer, maintain contact with funders throughout projects to inform them of progress as well as complete evaluations, statistical analysis and final reports
- Assist Director and Producer in consolidating relationships with co-producers for future productions
- Research business sponsorship possibilities alongside Producer

### **8. Financial management (depending on number of hours and experience)**

- Complete project budgets and accounts for funders
- Oversee submission of annual accounts

### **9. Other**

- Planning and implementation of other company projects as they arise

# **Company Manager person specification**

## **Essential**

- Degree or equivalent in dance, arts, arts management or education
- Experience of management/administration in dance or arts
- Experience of UK tour booking and knowledge of touring circuit
- Excellent communication skills
- Good language and writing skills
- Ability to work independently
- Experience with using IT packages such as word and excel applications
- Knowledge of the contemporary dance world
- Ability to take initiative
- A passion for contemporary dance and participatory dance activities
- Ability to think strategically to maximise opportunities
- Understanding of the political context that shapes the public arts
- Excellent interpersonal skills
- Willingness to work flexibly and occasional unsocial hours
- Active commitment to Equal Opportunities

## **Desirable**

- Experience of international tour booking and management
- Fundraising
- Financial management
- Knowledge of working with apple macintosh computers
- Line management of personnel
- Ability to work at senior levels, developing and maintaining significant relationships

## **Company Manager - Terms and Conditions**

There will be a written contract of employment to include the following outline terms:

- The post is offered on a fixed term contract starting on 1 August 2010 and ending on 31 March 2011.
- Depending on skills and other commitments, the company manager will work between 15 and 20 hours per week
- Depending on other commitments of the engaged person, the post will be offered on either a self employed or PAYE basis.
- Salary will be discussed depending on experience, but will be in the region of £22,000 pro rata. If the engaged person is suitable for the full time position from April 2011, the salary will increase and will be on a PAYE contract.
- Employment for the full time post will be by appointment only, and therefore the temporary Manager would have to reapply for the position if interested.
- Payment will be made monthly in arrears
- The office base is at College Street Centre, Nottingham. If travel is required outside of Nottingham, expenses will be reimbursed on submission of receipts.
- The period of notice is four weeks in writing on either side.
- The contract shall be terminated immediately in the event of a) the Manager breaching the obligations herewith, b) bankruptcy or insolvency of the Company.
- A monitoring process shall be agreed between the Manager and Company.
- All staff are obliged to act within the company's equal opportunities policy, child protection policy and code of conduct.



<b>Please describe why you are interested in this post</b>

<b>In relation to the job description and person specification please indicate why you consider yourself suitable for the post</b>

<b>Please give name and contact details of 2 referees, one of whom should be your current employer and must be able to substantiate your suitability for the post and personal skills. Please provide name, job title (if appropriate) address, email and telephone contact details plus their relationship to you.</b>	

<b>Signature</b>	
<b>Date</b>	

**Interviews for both jobs will be on Monday 21st June in Nottingham**  
 Please send your signed application form and CV by 5pm on Friday 11<sup>th</sup> June to:

Joanna Smuga-Lumatz  
 Retina Dance Company  
 College Street Centre  
 Nottingham  
 NG1 5AQ

Please also email your application to: [admin@retinadance.com](mailto:admin@retinadance.com)