



## **ONE DANCE UK Project Manager – Events**

One Dance UK is the national sector support organisation for dance, advocating for the dance profession and delivering programmes, services and events across the UK that aim to provide support, networking and professional development opportunities for dance professionals including: dancers, managers, teachers, choreographers, directors, healthcare practitioners and academics.

More information about One Dance UK can be found here: [www.onedanceuk.org](http://www.onedanceuk.org)

We are seeking an experienced Project Manager to work with us to support the delivery of our flagship events including the annual Conference, One Dance UK Awards, U.Dance and other members networking events.

We are looking for a motivated, highly organised and efficient individual who will be confident to lead on the logistical aspects of delivering these events. The Project Manager – Events will work closely alongside other team members responsible for the programme content, communications, development, and marketing and report to the Senior Management Team (SMT).

### **How to apply?**

Please apply using the application form (downloadable from the One Dance UK website). Completed applications forms should be sent to [info@onedanceuk.org](mailto:info@onedanceuk.org) by 10am on Monday 29 April 2019. We expect that interviews will take place w/c 6 May 2019.

### **JOB DESCRIPTION**

#### **Responsible to:**

One Dance UK's Senior Management Team collectively and directly reporting to the Department Head' responsible for each event.

#### **Place of work:**

Normal place of work will be One Dance UK's new office located in Birmingham Hippodrome's Building, Hurst Street, Southside, Birmingham, B5 4TB. Occasional travel to venue locations throughout the UK will also be required. Authorised travel costs will be paid for by One Dance UK.

#### **Hours of work:**

The equivalent of five days (35 hours) per week, usually 9.30am to 5.30pm (includes an unpaid one-hour break each working day). Some evening and weekend work may be required. No overtime is paid but time off in lieu may be taken. One Dance UK can be flexible with working days and hours, depending on the needs of the office and the small team of staff.

**Holiday entitlement:**

The holiday year runs from April to March. Annual entitlement is 25 working days per year plus public holidays. For staff beginning or concluding their employment during the year, holiday entitlement is calculated on a pro rata basis.

**Probationary periods and notice periods:**

The probationary period for this post is 3 months, during which time either the employee or One Dance UK may terminate the employment subject to one week's notice. The probationary period may be extended for up to a month. Upon successful completion of the probationary period, the notice period is 3 months.

**Conditions of Employment:**

This position is a permanent role. One Dance UK will pay a salary of £25,000 as well as covering pre-agreed essential travel expenses to attend meetings.

**PURPOSE OF THE ROLE**

The main purpose of the role is to project manage the delivery of One Dance UK's flagship events including the annual Conference and Awards ceremony in the Autumn and U.Dance national youth dance festival in the Summer. Additional event project management will be required for One Dance UK's member networking events throughout the year including the AGM.

**Duties:**

**Conference:**

Work with the Head of Workforce Development to deliver the annual One Dance UK Conference. Specific duties:

- Contract speakers and liaise with them for the purposes of obtaining biographies, headshots and agreeing session descriptions, technical, access and dietary requirements, travel and accommodation where needed.
- Liaise with venues to ensure technical and room layout requirements and catering requirements are communicated and fulfilled.
- Collate copy required for the conference programme and other delegate materials and liaise with the communications team to ensure they have all the required timetable and content information for print and online programme schedules and marketing purposes.
- Manage delegate registration including monitoring of and updating online sales platform as needed.

- Coordinate the workshop and seminar booking process and communicate effectively with delegates on their session bookings.
- Liaise with stakeholders, partners, and conference exhibitors and sponsors to ensure sponsorship commitments and requirements are met, both in the conference programme and on the day.
- Plan and organise staff rota and staff briefing for the event day (One Dance UK staff and volunteers).
- On the day support – including venue set up, managing registration and check-in and distribution delegate materials, and ensuring speakers have all they need.
- Manage and work within the agreed conference / project budgets, maintaining records of and monitoring income and expenditure, reporting to SMT at fortnightly conference meetings.
- Co-ordinate suitable evaluation of the event, preparing a full evaluation report with input from other staff as required.
- Work with the Communications team to ensure all marketing, communications and press requirements are met.
- Work with the Business Development and Membership team to ensure all membership, advertising, exhibition and sponsorship requirements are met.

#### **Awards:**

Work with the Awards Producer and Senior Management Team to deliver the One Dance UK Awards. Specific duties include:

- Manage the nomination, shortlisting and judging process, liaising with judging panel, staff and members of ODUK as appropriate.
- Manage the guest list of shortlisted nominees, VIPS and sponsors and liaise with the Communications team and Event Producer on sale of remaining spaces.
- Coordinate with the venue and Event Producer to finalise attendee numbers and catering and access requirements, including working out the seating plan.
- Work closely with the Communications team and give them timely information and content in order to raise awareness and promote the Awards effectively.
- Work with Communications and Development teams to request and collate judging panel, sponsors and nominees copy and images for the Awards programme.
- Work with Development, Communications and Event Producer to ensure that all sponsorship commitments throughout the Awards event are delivered.
- Liaise with the venue and Event Producer to ensure any Health and Safety and access requirements are met.
- Manage and work within the agreed Awards budget, maintaining records of and monitoring income and expenditure and reporting to SMT regularly.
- Manage a fortnightly review meeting with key staff and stakeholders so that everyone is kept fully informed on progress.
- Work with the Communications team to ensure all marketing, communications and press requirements are met.
- Work with the Development and Membership team to ensure all membership, advertising, exhibition and sponsorship requirements are met.

## **U.Dance:**

Work with the Head of Children and Young People's Dance to deliver the current year's festival as well as beginning to put into place plans and partnerships for the following year's U.Dance festival. Specific duties:

- Ensure guidance notes for participation in U.Dance are updated as needed annually.
- Manage the National Panel and support the youth group selection process, attending regional events as required.
- Identify and book suitable accommodation for participating youth groups when needed.
- Work with CYP and WD teams to plan and organise workshop and other festival content, e.g. Young Creatives, dance on film, members and VIPs networking events.
- Prepare and distribute group leaders' information packs, being the main point of contact for any festival queries.
- Liaise with festival venues to ensure all technical, production and room layout requirements and catering requirements are communicated and fulfilled.
- Liaise with venues to ensure all access, H&S and licensing requirements are met.
- Ensure child performance licensing, safeguarding and first aid provision is in place for the festival, including a qualified physical therapist.
- Arrange any inter-venue transport if needed for participants during the festival.
- Work closely with the Communications team
- Plan and organise staff rota and staff briefing for the event day (One Dance UK staff and volunteers).
- Manage and work within the agreed U.Dance budget, maintaining records of and monitoring income and expenditure and reporting to Head of CYP regularly.
- Prepare a full (all relevant areas of the festival are referred to) Evaluation Report of the festival, obtaining input from other staff members where needed.
- Work with the Communications team to ensure all marketing, communications and press requirements are met. For example providing them with timely information on regional events, selected groups, festival programming etc to effectively promote U.Dance and compile the festival brochure.
- Work with the Business Development and Membership team to ensure all membership, advertising, exhibition and sponsorship requirements are met. For example, ensure that any sponsorship commitments are met during the festival. Liaising directly with sponsors where appropriate for on-day logistical needs.

## **Networking events and AGM:**

Work with the Membership Manager and Department Heads' to deliver 3-4 shorter (generally 2-3 hours) networking events each year as well as One Dance UK's AGM.

- Managing the budget for the annual programme of networking events.
- Ensure venue booking, catering (if required) and registration for these events is in place.
- Oversee the registration process including VIP and attendees' lists.
- Plan and organise staff rota and staff briefing for the event day (One Dance UK staff and volunteers) if required.
- On the day support – including venue set up, managing registration and check-in and distribution of materials, and ensuring any speakers have all they need. Work

with the Communications team to ensure all marketing, communications and press requirements are met.

- Work with the Business Development and Membership team to ensure all membership, advertising, exhibition and sponsorship requirements are met.

## Person Specification

Area	Essential	Desirable
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of leading a team to organise an event or project</li><li>• Experience of managing multiple events</li><li>• Experience of creating and working to a budget</li><li>• Experience of working collaboratively across departments to a shared goal or project.</li></ul>	
<b>QUALIFICATIONS / TRAINING / KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Degree or equivalent training or work experience in dance or project / event management</li></ul>	<ul style="list-style-type: none"><li>• Good knowledge of the dance and dance education landscape in the UK</li></ul>

<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Good planning and organisational skills</li><li>• Highly literate: excellent written and spoken English</li><li>• Excellent IT skills: able to use a range of software effectively including Word Excel and Powerpoint</li><li>• Able to pay close attention to detail with strong editing and proofreading skills</li><li>• Highly developed interpersonal skills</li><li>• Ability to keep calm under pressure</li><li>• Pro-active and a fast learner</li></ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Willing to travel occasionally and if needed stay away from home.</li><li>• Willing to work flexibly and occasional unsocial hours (with good notice).</li><li>• Active commitment to Equal Opportunities.</li></ul>	