



## Artistic Programmes Coordinator, Bristol

### Introduction

Movema are an award-winning dance company and charity based in Bristol and Liverpool, specialising in world dance and community arts. We run an annual programme of classes, performances, events, workshops and training. Previous commissions and funding include; Arts Council England, The National Lottery, BBC Children In Need, Bristol City Council and Liverpool City Council.

Movema is led by three female artists from diverse cultural backgrounds, we have a small team of employed staff and pool of freelance dance practitioners. Movema believe in the power of world dance for positive change. We are passionate about dance as a tool for self-expression and celebrating cultural differences.

### Artistic Programmes Coordinator, Bristol

This is an exciting opportunity for an experienced and knowledgeable person who is passionate about dance and culture to develop and deliver Movema's world dance programme in Bristol and South West, focusing on supporting and connecting communities, promoting individual wellbeing and providing growth opportunities for dance practitioners.

You will lead (at times in partnership) the coordination of activities across Bristol including; family dance & arts project 'Everybody Dance Now' in Filwood, Movema's partnership with Trinity Community Arts delivering sessions for children and families, schools and community outreach projects with partners such as South Gloucestershire Race Equality Network, our 'World Fusion' adult community dance group, and our artist development strand aimed at promoting diverse dance forms and reaching global majority artists.

You will ensure the successful delivery of a range of events hosted by Movema such as 'Celebrate With Me' part of the Refugee Festival, 'All Things Dance' a networking and performance event in partnerships with the Diverse Artists Network, Black History Month events, Masterclasses and Community Consultation, as well as coordinate the successful delivery of performances and workshop by Movema throughout the year, including involvement in festivals such as; St Pauls Carnival, Pride, Knowle West Fest and the Lunar New Year for example.



LIVERPOOL & BRISTOL

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The Bluecoat  
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07548365 869 | [info@movema.co.uk](mailto:info@movema.co.uk)  
[www.movema.co.uk](http://www.movema.co.uk)

Company Number: 7031968  
Charity Number: 1196951





You will work closely with our Bristol team, as well as wider Movema colleagues (based in Liverpool) to monitor and evaluate the impact of Movema's work and contribute to the promotion and development of our artistic programme.

## Terms and Conditions

<b>Hours of working:</b>	21 (0.6 FTE).
<b>Contract:</b>	Fixed term (maternity cover), July 2023 – July 2024
<b>Annual Salary:</b>	£28,590k - £30,094 (pro rata)
<b>Annual Holiday:</b>	22 days annually (pro rata), plus Bank Holidays.
<b>Line Managed by:</b>	CEO (interim, maternity cover)
<b>People Management Responsibility for:</b>	Freelance artists and volunteers
<b>Flexibility:</b>	<p>We have a comprehensive flexible working framework as well as flexitime and a time off In lieu (TOIL) system.</p> <p>Our core hours are 10-3pm Tues-Thurs. Due to the nature of the role, you must be able to work some evenings and weekends for events and to visit projects delivered at different centres.</p>
<b>Notice Period:</b>	During probationary period, 1 month by employee, 2 weeks by employer. Then 2 months both ways
<b>Probationary period:</b>	3 months
<b>Place of Work:</b>	Hybrid working, with some meetings and work undertaken at a suitable venue in Bristol.
<b>To apply;</b>	Please complete the application form and return by midnight 26 <sup>th</sup> June 2023



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## Role Purpose

To oversee, coordinate and deliver Movema's Artistic programme in Bristol and South West.

## Key Tasks

1. **Develop and manage projects**, delivering objectives and overseeing; management of practitioners, partnerships, budgets, logistics and monitoring & evaluation, communicating with participants and coordinating performances.
2. **Support income generation** through grant applications and earned income for core work, projects and events, including relationship management and reporting.
3. **Manage freelance practitioners and volunteers**, leading recruitment and induction, arranging (and delivering) training as necessary, and providing ongoing support and feedback ensuring contract and / or role objectives are met.
4. **Manage events**, including programming, budgeting, partnerships, evaluation, health & safety, volunteer recruitment & management.
5. **Communications & Promotions**, working with Movema's Marketing and Communications Manager to produce regular marketing materials for all projects across platforms, create and distribute a quarterly newsletter for the SW region, and contribute to the main Movema newsletter.
6. **Build partnerships & development opportunities**, attending networking and stakeholder meetings and building relationships with new and existing partners. You will develop partnership proposals (with the Exec team) and stay abreast of regional and national opportunities in the dance, cultural and charity sectors.
7. **Manage Safeguarding concerns** in relation to Bristol projects.
8. **Ensure that all relevant information is recorded on a timely basis** across workstreams including bookings, project work, administration and finance ensuring compliance with GDPR legislation and Movema's policies and procedures.
9. **Be an Ambassador for Movema**, becoming a recognisable face of Movema for participants and partners, championing the work we do.



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## Person Specification

### Essential

1. Experience of community dance such as teaching, performing, choreographing or working within a dance organisation.
2. Experienced in and effective at maintaining excellent working relationships with partners, funders, client and service users.
3. Excellent organisational and planning skills with relevant experience in project management.
4. Excellent time management and planning skills with the ability to manage multiple and diverse projects and workstreams and structure priorities appropriately.
5. Effective team member, with an ability to work independently bringing a solution focused and creative approach.
6. Experience of people management
7. Excellent communication, interpersonal and presentation skills.
8. Experienced and confident in safeguarding
9. Good understanding of the needs and barriers that exist when developing diverse dance programmes with disadvantaged communities.
10. A strong understanding of and commitment to equality, diversity and inclusion with an open and anti-oppressive approach
11. Knowledge of health and safety requirements and risk assessments
12. A willingness and ability to travel.
13. Up to date Enhanced DBS or a willingness to complete this

### Desirable

1. Financial management – able to manage programme budgets and create reports
2. Experience of securing funding through grants and earned income
3. Marketing of projects using social media
4. Confident using multiple platforms, (Google drive, Dropbox, Mandy.com, Breathe HR).
5. Good knowledge of Bristol's arts/ charitable sector.



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## Equality, Diversity, and Inclusion

Movema celebrates diversity and we welcome applications from all backgrounds to develop a diverse team to serve and reflects the communities we engage. We particularly encourage applications from;

- Individuals who identify as being/from the: African, South Asian, East Asian and/or Southeast Asian diaspora; Global majority - this includes but is not exclusive to people of Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage; LGBTQIA+ community
- And people who; are D/deaf and or disabled; are neuro-divergent; are from working-class backgrounds and/or have Lived Experience of racism and/or other barriers that have impacted their ability to achieve their career potential.

## How to apply

For further information, please visit our website: <https://movema.co.uk/artistic-programme-coordinator-bristol/>

To apply, please email the following documents to: [info@movema.co.uk](mailto:info@movema.co.uk)

1. Completed [Application Form](#) / [Large Plain Text Application Form](#)
2. Cover Letter
3. And please complete the [Equal Opportunities form](#) (Online)

If you have any queries or questions, please contact: 07548 365869 or email: [penny@movema.co.uk](mailto:penny@movema.co.uk)



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## Key Dates

Deadline for Applications:	26th June
Notifications:	29th June
Interviews:	5th July
Start date:	17th July (flexible)



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