

# ALLEYNE DANCE

## OPERATIONS COORDINATOR JOB PACK *November 2022*



### ABOUT ALLEYNE DANCE

Alleyne Dance (AD) is a UK based company with an international reach, founded in 2014 by award winning dancers and twin sisters Kristina and Sadé Alleyne. The choreographic aesthetic reflects the sisters' diverse background in athleticism and dance training. Within their abstract contemporary construct, Alleyne Dance blend West African, Caribbean, Hip Hop, Kathak and Circus Skills, delivered as fast paced and dynamic movement. They infuse lyrical and fluid motion, layered with rhythm and textures in physically powerful, yet graceful performances.

Alleyne Dance strives for high quality and excellence as the Company delivers its three main objectives: performance, participation and development.

The company has four main works currently being presented: Stage productions, A Night's Game and The Other Side of Me have been presented internationally for several years in countries such as the UK, Australia, Germany, Austria, Spain, Canada, France, Italy, Norway, Slovenia, Australia, Greece and

more; Multiple award-winning dance film, (Re)United was made in late 2020 and current outdoor production, BONDED, has been presented in several festivals around the UK since summer 2021. The company is in the development of new production, Far From Home, which will feature an ensemble cast of professional performers and movers from local communities where the work will be presented. Far From Home will premiere autumn 2022.

Learning and Participation is an incredibly important part of Alleyne Dance's mission, and they have received many educational commissions since they formed as a professional company. Alleyne Dance has developed bespoke training classes and workshops which have been delivered in a range of settings around the world for community groups, youth groups, vocational institutions, professional companies, and dance festivals. Sessions are designed to support the individual's creative mind, passion, determination, strength, and most importantly, their intention and belief in themselves. During the global pandemic in 2020, Kristina and Sadé launched an online home workout series named Alleyne Sisters Workout, and also recently launched their Mentorship programme that supports the professional development of early career dance artists as they navigate their career paths.

## **JOB DESCRIPTION**

The **Operations Coordinator** will work closely with The Executive Producer and Co-Artistic Directors across Alleyne Dance's artistic portfolio of projects including learning and participation activities and performance productions. The team is small but growing and works exclusively remotely from across the UK and Europe.

### **Strands of Work & Duties**

#### **Learning & Participation**

- Support the coordination of Alleyne Dance workshop delivery. This includes receiving and sending contracts, liaising with venues / organisations, arranging travel, creating schedules and so on.
- Coordinate and support delivering artists working on activities in this strand.

#### **Productions & Touring**

- Support the coordination of travel, accommodation, and other logistical elements of productions at various stages of development and touring. This includes (but not limited to) purchasing travel & transportation tickets and creating touring packs for the company members during tours.
- Support the coordination and scheduling of rehearsals with performers and wider creative teams, securing rehearsal space, communicating with production partners and so on.
- Go on tour with productions when necessary, supporting the touring cast and technical manager whilst representing the company.

#### **Finance**

- Create and manage budgets related to activities related to the role.
- Keep track of invoices (income and expenditure) and spending related to activities worked on for the Company.

#### **Marketing**

- Support Marketing Manager in updating company website (calendar, bio's, headshots, images etc.) as needed, and with other general marketing tasks.
- Update the company's contact list.

#### **General Administration**

- Administration of the company calendar through Excel sheet and google calendar
- Support general administration of company activities such as company meetings – including minuting /note taking.
- Support scheduling of meeting for the company and Co-Artistic Directors.

- Ensure the company filing system is up-to-date and in order (documents for live projects are being filed in real time or past projects are filed).

## **PERSON SPECIFICATION**

### Essential Experience / Knowledge

- Knowledge and enjoyment of dance as an artform
- Experience and / or knowledge of delivering dance through Learning and Participation activities.
- Demonstratable ability of logistic planning and management for touring small to mid-scale dance productions.
- Demonstratable ability delivering participation activity.
- Ability to work (well) on multiple projects and to tight timelines sometimes under pressurised situations.
- A go-getter with the ability to use own initiative in making decisions.
- Ability to work with minimal supervision.
- Ability to manage people (artists, apprentices, etc.) and work collegially with others.
- Strong administrative ability and an eye for detail.
- Experience of writing and managing budgets.
- Ability to communicate with a wide range of stakeholder confidently and professionally.

### Desirable Experience / Knowledge

- Working with international organisations, venues, and festival.
- Ability to speak languages other than English.
- Understanding of basic visa working requirements.
- Experience with fundraising.
- Experience in writing applications.
- Experience using QuickBooks.

## **EXPECTATIONS**

- Be able to work from home.
- Work flexibly and responsively to requests.
- Have own computer / laptop and management software (i.e., excel, word etc.)
- Have own printer, scanner, and photocopier – or access to items.
- Have Internet access.
- Have own telephone.
- Have own industry contacts.
- Can travel to meetings, rehearsals and performances as needed.

## **CONTRACT DETAILS**

- Alleyne Dance is a project-based company, though we deliver multiple activities all year round.

- This position is offered on a freelance basis and the number of days may shift with the volume of projects happening, but the role will start with minimum of 1 day per week.
- Start date to be negotiated but will be from early 2023 (ideally mid-late January 2023).
- Fee is £115 per day (equivalent to £29,900 if full time).

#### HOW TO APPLY

- Send a copy of a CV (no more than 2 pages).
- Send a cover letter (no more than 2 pages) and tell us about your experience and why you want to work with Alleyne Dance. We welcome applications sent by audio or video recording.
- Email information to: [management@alleynedance.com](mailto:management@alleynedance.com)

#### TIMELINES

- **Deadline** – Thursday 8 December 2022.
- **Notification for successful applications** – W/C 9 January 2023. \*
- **Interviews** – TBC -mid-January 2023 Zoom or in person.

\*Please note only successful applicants will be contacted.

If you need this application in a different format that is more accessible for you, please contact:  
[management@alleynedance.com](mailto:management@alleynedance.com).