



GENERAL MANAGER I JOB PACK *Spring 2024*

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 five main works currently: in repertory. Stage productions, *A Night's Game* and *The Other Side of Me* have been presented internationally for several years in countries including 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's collaborative community production *Far From Home*, features an ensemble cast of professional performers and movers from the local communities in which the work is presented.

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: GENERAL MANAGER

2024 is Alleyne Dance's 10-year anniversary and we are looking for an experienced and skilled **General Manager** to join our team to support our vision and help usher in a new phase of growth. Working closely with the Executive Producer and Co-Artistic Directors, the General Manager will lead on the operational management across Alleyne Dance's artistic portfolio (touring productions, learning and participation and professional development programmes) as well as supporting delivery of the company's strategic developmental plans.

We are a project-based company but deliver multiple activities all year round and are looking for a candidate that can hit the ground running.

Role	General Manager
Contract	Freelance (6-month probation period)
Rate of Pay	£200-250 per day depending on experience.
Days P/M	To be negotiated, but the role will start with minimum of 1 day per week.
Responsible to	Executive Producer and Artistic Directors
Responsible for	Operations Coordinator, Administrator, Interns, Performers, Freelance Consultants
Working With	Marketing Manager, Production Manager, Finance Manager
Location	Company based in London, but team work remotely in England & across Europe
Commencement	Spring 2024 – to be negotiated.

RESPONSIBILITIES

Artistic

Support the artistic outputs of the company's three main strands: Learning & Participation Productions (creation and touring) and (professional) Development by:

- Line management and support of Operation Coordinator's delivery duties across strands.
- Managing and supporting delivering artists working on activities across strands.
- Supporting the continued development of The Company and increasing our visibility within national and international dance communities.
- Supporting existing relationships and partnerships with dance presenting houses, organisations and performing arts marketplaces, as well as seeking out new opportunities alongside Executive Producer.
- Create and negotiate contracts with artists, venues and collaborators.

Governance

Manage the company's governance framework by:

- Supporting the restructure of the company's legal status and applications to Companies House and the Charity Commission.
- Supporting the creation of guidance and policy documents including, Environmental Policy, Safeguarding, etc.
- Supporting the development of a new 3-year business plan.
- Keeping up to date with legal and statutory information that affects the operation of the company (i.e employment laws, business regulations etc.).

General Administration & Finance

Lead on the operational management of the company's administrative, financial and personnel needs by:

- Drafting and submitting applications (funding or developmental opportunities) for production specific projects, alongside the Executive Producer.
- Creating and managing budgets related to activities.
- Managing invoices (income and expenditure) and spending related to activities.

- Overseeing management of the company calendar through Excel sheet and google calendar.
- Overseeing data collection of deliverable activities.
- Overseeing general administration of company activities such as company meetings – including minuting /note taking.
- Ensuring that administrative systems and processes are fit-for-purpose and support the ongoing development of the company.
- Supporting the Executive Producer with writing and submitting grant reports and ongoing liaison with funders.

Essential Experience / Knowledge

- Knowledge and enjoyment of dance as an artform.
- Experience and / or knowledge of delivering dance through Learning and Participation activities.
- Demonstrable ability of logistic planning and management for touring small to mid-scale dance productions.
- 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 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 stakeholders confidently and professionally.
- Proven track record of successful partnership building and fundraising for dance related activities.
- Proven track record of funding application writing with successful outcomes.
- Have strong industry contacts and connections.

Desirable Experience / Knowledge

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

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

TIMELINES

- **Deadline** – Friday 10 May 2024
- **Notification for successful applications** – W/C 27 May 2024. *
- **Interviews** – Between 3 – 14 June 2024 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