May 2023

Dear Applicant,

Please find enclosed an application pack for the position of **Rehearsal Director-** Maternity Cover (August – December 2023).

The pack includes:

* Background information about ACE dance & music
* Job Description
* Person Specification
* Application Form
* Equal Opportunities Monitoring Form
* Guidance Notes for Applicants

The closing date for receipt of completed applications is **5:00pm on Friday 16th June 2023.** We regret that applications received after that time cannot be considered.

Please send your completed applications to ACE dance and music at the contact details below. Please note that the preferred format to receive applications is by e-mail.

Shortlisted candidates will be contacted by phone or email and invited to an interview on **Wednesday 21st June 2023** at the company’s home ACE Space, Birmingham, B5 5SL. Whilst we will work to accommodate every applicant, please do your best to ensure you may be available for this date.

Unfortunately, we are unable to acknowledge receipt of applications, so if you have not heard from us within one week of the closing date please assume that you have not been shortlisted in this instance.

ACE dance and music encourages people from any background to apply for this post. We are committed to creating a workforce which is representative of our society, and to bringing together those with a variety of skills and experiences to help shape what we do and how we work.

We hope that this pack will help with any questions you might have about the application process. However, if you have any further queries, please call the ACE Office on 0121 314 5830.

We look forward to receiving your application and thank you for your interest in ACE dance & music.

Best wishes,

Gail Parmel MBE

**Artistic Director**

Please submit completed application forms by e-mail to arrive by 5:00pm on the closing date to admin@acedanceandmusic.com

**Please note that we cannot accept CV’s.**

**ABOUT US**

Founded in 1996, ACE dance and music is a national and international touring dance company. Although firmly rooted in our home city of Birmingham, we have a global perspective and are universally recognised leaders in the field of Contemporary African and Caribbean Dance. Our signature style is rooted in traditional Afro-fusion forms – yet expressed through a purely contemporary lens.

We aim to promote the generosity and openness of collaboration and cultural exchange using shared choreographic methods and new technologies. To this end the company has nurtured relationships with a network of international Artistic Associates. Seeking to blend African & Caribbean movement aesthetics with contemporary techniques to create high quality innovative performance – we set our dance to original music & use digital media & techniques from other disciplines.

ACE’s reputation has grown over the last 25 years because of our high-quality professional touring productions, class and carnival presentations, bespoke outreach and education programmes and in-house studio dance classes. Nurturing the next generation is central to what we do, and we also run ACE Youth.

Our 10-year vision is that ACE dance and music will be a national centre focused on promoting, producing and presenting outstanding contemporary dance inspired by the African Diaspora. We seek to build strong development pathways for emerging dancers with a clear progression from pre-school to successful careers working at the highest industry.

**OUR MISSION**

To promote the power of **Dance** through cultural exchange.

**OUR VISION**

In the next 10 years ACE dance and music will be a national centre promoting, producing and presenting outstanding contemporary dance inspired by the African Diaspora.

For more information go to <https://acedanceandmusic.com>

**JOB DESCRIPTION**

**Reports to:** Artistic Director – Gail Parmel MBE  
**Manages:** Company Dancers   
Supervisory responsibility for visiting teachers and accompanists.

We are seeking an experienced, talented rehearsal director with the skills and knowledge to inspire the diverse and exceptionally skilled dancers of the company and to ensure that our guest choreographers and the Artistic Director find their work to be presented to the highest possible standards on stage and approached with serious, knowledgeable creativity in the studio.

The Rehearsal Director is at the hub of the organisation maintaining and keeping the artistic integrity of the repertory.

They work with the producers, production team, administration as well as the choreographers to ensure that our programme is immaculately scheduled and planned, that time in the studio is maximised, the dancers of the company have the conditions they need to do their best work and that ACE is able to take opportunities to take more work further.

A commitment to excellence, a genuine and sophisticated understanding of diversity and what this brings to a work, and appetite for travel and ambitious projects are essential.

**PRINCIPAL RESPONSIBILITIES**

* Planning and scheduling all aspects of the rehearsal process, for company repertoire.
* Responsibility for rehearsing the repertoire, ensuring the highest possible performance standards.
* Line management of the dancers, particularly with regard to their development, welfare and discipline.
* Being the primary point of contact between the dancers and the rehearsal process and the rest of the company. This will include ensuring good channels of communication and responding to requests from education, marketing and development staff for access to the dancers and rehearsals.
* Planning daily class to include selecting and booking teachers and accompanists and controlling the budget. Also teaching class when the company is on tour.
* Responding to applicants who wish to take class and/or audition for the company and assisting with the recruitment of new dancers.
* Accompanying the company on tour.
* Maintaining accurate records and providing information relating to dancers’ attendance, pay etc.
* Liaising with guest choreographers, technical staff to ensure effective co-ordination of rehearsal and production processes and touring.
* Administrative duties associated with the above e.g. producing and distributing rehearsal schedules; posting notices.

**GENERAL RESPONSIBILITIES**

* Attending staff meetings, training sessions and other events, which may take place outside normal working hours.
* Any other duties considered reasonable by the company.
* At all times carrying out duties and responsibilities with regard to ACE’s policies and procedures, details of which are available from the Company Administrator.

*This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.*

**PERSON SPECIFICATION**

ACE dance and music comprises a team of highly skilled and committed people. All staff members are expected to contribute as appropriate to the company’s success and engage in the life of the company.

**ESSENTIAL REQUIREMENTS**

* An eye for detail
* Excellent knowledge of contemporary and diasporic dance, particularly within the context of a professional dance company
* Accomplished teacher of contemporary dance and diverse dance styles
* Relevant experience of rehearsing dancers and proven ability to develop and maintain excellent standards of performance
* Ability to manage and develop dancers
* Good communication skills
* Good time management and organisational skills
* Computer literacy and administrative skills
* Available to work a five or six day week, including on tour
* Passionate about ACE dance and music

**DESIRABLE REQUIREMENTS**

* Experience of touring
* Experience of working in a professional dance company
* Interest in developing young artists
* Interest in dancers’ health issues

**CONDITIONS OF EMPLOYMENT**

Salary: £30,000 pro rata

Hours of work will fluctuate, based on a 37.5 hour working week. Evening and weekend work will be required.

Holiday entitlement: The holiday year runs from January to December. Annual entitlement is 24 days (pro rata) paid annual leave in addition to 8 public and bank holidays. For staff beginning or concluding their employment during the year, holiday entitlement is calculated on a pro rata basis.

ACE has a training and personal development policy.

This post carries a probationary period of three months, during which time the notice period required by either party is two weeks. Subsequent to a satisfactory review, the notice period increases to two months.

**APPLICATION FORM**

ACE dance and music is committed equal opportunities. Our office base at The Link Space is fully accessible and we welcome applications from all members of the community.

**Before completing this form, please read the accompanying Guidance Notes.**

Post applied for: **Rehearsal Director**

**PERSONAL DETAILS**

|  |
| --- |
| **Title:** |
| **Surname:** | **Other names:** |
| Address:  Postcode: | |
| Home telephone number: | Work telephone number: |
| Mobile telephone number: | E-mail address: |

**CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)**

|  |  |
| --- | --- |
| Name and address of Employer: | |
| Job title: | Date of appointment: |
| Period of notice required/Leaving date if not now working: N/A | |
| Reason for leaving: | |
| Please provide a brief outline of your main responsibilities *(maximum of 200 words)*? | |

**PREVIOUS EMPLOYMENT- PAST 5 YEARS(PAID AND/OR UNPAID)**

Please start with your most recent position.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Employment  From: | Date you left employment | Name and Address of Employer: | Job title and brief details of main responsibilities: | Reason for leaving: |
| Click here to enter a date. | Click here to enter a date. |  |  | Temporary |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Click here to enter a date. | Click here to enter a date. |  |  |  |
| Click here to enter a date. | Click here to enter a date. |  |  |  |
| Click here to enter a date. | Click here to enter a date. |  |  |  |
| Click here to enter a date. | Click here to enter a date. |  |  |  |

**EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS**

Please start with the most recent qualification and include any currently being pursued

|  |  |  |
| --- | --- | --- |
| Date obtained: | Name of school, university, college etc: | Qualifications obtained: |
| Click here to enter a date. |  |  |
| Click here to enter a date. |  |  |
| Click here to enter a date. |  |  |
| Click here to enter a date. |  |  |

**SUPPORTING STATEMENT**

Please write a statement explaining:

* why are you applying for this position;
* drawing on your personal and work experience, education and training, how you meet the requirements set out in the person specification and job description.

Please continue on one separate sheet of A4 if necessary

**REFEREES**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

|  |  |
| --- | --- |
| Name of referee: | Name of referee:Mrs Elaine Millington-Smart |
| Name of organisation: | Name of organisation: |
| Occupation: | Occupation: |
| Address:  Postcode: | Address:  Postcode: |
| Email: | Email: |
| Contact number: | Contact number: |
| Relationship to you: | Relationship to you: |
| **When may we request a reference** | **When may we request a reference** |
|  |  |

Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively.

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box: 

Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by ACE dance & Music. This information will be treated as confidential and will not necessarily preclude you from employment.

**DECLARATION**

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed: Date: Click here to enter a date.

# EQUAL OPPORTUNITIES MONITORING FORM

In order to monitor the effectiveness of our equal opportunities practices we need to collect information which might identify possible direct and indirect barriers to employment. The information provided here is entirely confidential and is not part of any selection procedure.

Post applied for:

Please state how you found out about the job:

**PERSONAL DETAILS**

Date of Birth:

Gender (please tick) Female: Male: Non Binary: Other: Prefer not to say:

**CULTURAL DIVERSITY**

Please tick the ethnic category that best represents you.

Do you consider yourself to be:

|  |  |  |  |
| --- | --- | --- | --- |
| Black British |  | Asian British |  |
| Black African |  | Pakistani |  |
| Black Caribbean |  | Indian |  |
| Any other Black background |  | Bangladeshi |  |
| White British |  | Any other Asian background |  |
| White European (non British) |  | Chinese |  |
| Any other White Background |  | Any other Chinese Background |  |
| Any other or mixed background  (please specify) |  | | |

Do you consider yourself to have any access requirements?

|  |  |  |
| --- | --- | --- |
| Yes |  | No |

If yes, please state the nature and what we can do to support you:

# GUIDANCE NOTES FOR APPLICANTS

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job.

Please read these notes carefully before completing your application form. If you have any difficulty in completing the form please contact Gail Parmel on 0121 314 5830.

## REVIEW THE CONTENTS OF THE APPLICATION PACK

The application pack includes a full job description with a person specification, an application form and an equal opportunities monitoring form. If these documents have been omitted from your pack, please call us to obtain copies. The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge, experience, skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information in the application pack before completing the form.

## COMPLETING THE APPLICATION FORM

### General Points

* Please do not attach your CV or copies of education certificates to your application form. **Applications in the form of CVs will not be considered**
* If you need to add continuation sheets, make sure you mark these clearly with your name and the job title of the job for which you are applying at the top of each additional page. Please limit any continuation sheet to no more than1 side of A4 for any one section
* Type or write clearly in black ink and do not use staples, to allow for photocopying
* Our preferred method for receiving applications is via e-mail, where possible.

### Working through the form

* Ensure that you clearly state the full job title on your application form.
* If you are applying for a job share please tick the relevant box on the application form. **Each individual will need to complete a separate application form.**
* Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
* The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant.

Please provide evidence, i.e. in the form of examples, to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job. You might find it helpful to address each of the items in theessential skills, experience and attributes section of the person specification separately in the order they have been listed to ensure you address them all.

* The interviewing panel cannot guess or make assumptions about you so please complete all the sections on the form.
* Do not forget to proof read your form and check for any errors before returning it to us. You might want to make a copy for your own reference.

Please ensure that your form reaches ACE dance and music before 5pm on the closing date. **Applications received after the closing date will not be considered**.

### SHORTLISTING

Shortlisting will take place as soon as possible after the closing date and will be carried out by at least two people.

We anticipate a high volume of responses; unfortunately we will therefore not be acknowledging receipt of your application, writing back to applicants who have been unsuccessful at this stage or giving specific feedback on why an applicant has or has not been shortlisted.

If you have not heard from us within one week of the closing date, please assume that your application has been unsuccessful on this occasion.

If you are shortlisted, we will normally contact you by telephone to invite you to interview. This will be confirmed by a letter or e-mail which will outline full details of the interview process which may include a selection exercise to test your ability to carry out specific requirements of the job.

It is possible that some applicants may be called back for a second interview, under these circumstances interviewees will be given full details about these arrangements.

All offers of employment at ACE dance and music are made subject to receipt of satisfactory references and a DBS check. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

# DATA PROTECTION ACT, 1998

Information provided by you as part of your application will be used in the recruitment process.

Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process.

Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed.

If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

Information provided by you on the equal opportunities monitoring form will be used to monitor ACE dance and music’s equal opportunities practices.

By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.