

RAMBERT2 PROGRAMME MANAGER JOB DESCRIPTION & PERSON SPECIFICATION

SALARY:	In the region of £28,000 – £30,000 per annum
HOURS:	10am-6pm Mon-Fri. Evening and weekend work will be required
BASED AT:	Rambert on the South Bank, Rambert School in Twickenham, and on tour
REPORTING TO:	Principal & Artistic Director, Rambert School and Head of Production, Rambert

APPLICATION PROCEDURE

TO APPLY:	CV, cover letter and Equal Opportunities Monitoring Form to hr@rambertschool.org.uk
DEADLINE:	9am, Monday 1 July
INTERVIEWS:	Tuesday 16 July
START DATE:	w/c Monday 2 September, if not before

ABOUT RAMBERT2

Rambert2 brings together dancers with outstanding ability, creativity and individuality to form a second Rambert touring ensemble. For the dancers, Rambert2 is an introduction to the top level of the dance profession, and a supported structure within which to develop their practice as creative, thinking dance artists. They are based at the Rambert company's home on London's South Bank, working alongside the company's other dance artists. The programme is a partnership between Rambert and Rambert School, with dancers completing an MA in Professional Dance Practice, awarded and validated by the University of Kent.

Rambert2 extends the reach of distinctive, world-class dance to more people in more places. In 2019/20, it will tour a programme of works by Sidi Larbi Cherkaoui and Damien Jalet, Andrea Miller, and Jermaine Spivey throughout the UK and also perform internationally. In addition to theatre performances, Rambert2 will also create unique learning experiences for schools and other communities, centred around the Ohad Naharin work Kamuyot. Rambert2 is supported by the Linbury Trust.

ABOUT RAMBERT SCHOOL

Rambert School has for almost 100 years upheld an international reputation for delivering elite vocational dance training. Throughout the School's history, the creative energy and spirit of its founder, Marie Rambert, has endured. Graduates' work is characterized by individuality, creativity and artistic expression in addition to strong technique,

and alumni can be found in all areas of the profession: as dancers, choreographers, teachers, academics and directors.

Rambert School entered the Higher Education (HE) sector in 2005, joining the Conservatoire for Dance and Drama (CDD) and validating the Foundation Degree and BA (Hons) courses in Ballet and Contemporary Dance with the University of Kent. The equal emphasis upon training in these two genres is arguably unique within the UK and the curriculum is enriched by regular input from guest artists and choreographers. Students at the School work within a professionally oriented environment, where the history of the art form is understood and respected, whilst its boundaries are examined and questioned. Within the degree curriculum, an enhanced academic programme has been developed to promote broader life skills, such as critical thinking and the ability to research independently.

The MA Professional Dance Performance was validated in 2017, and the first cohort of students/Rambert2 dancers commenced the Programme in July 2018.

OVERALL PURPOSE OF THE ROLE

The Rambert2 Programme Manager is a new role created by Rambert School and Rambert to ensure the smooth running of the MA Professional Dance Performance, validated by the University of Kent, as well as the day-to-day running of Rambert2's creation schedules and tour. You will be involved in coordination of all aspects of the MA Programme, working closely with the Head of Studies and Director of Research at Rambert School, and the Head of Production, Company Manager and Rehearsal Directors at Rambert.

You will ensure that all modules of the Programme, including technique classes, rehearsals, performances, lectures, seminars and assessments, are delivered and assessed as per the MA Programme Handbook. You will balance the demands of the MA programme with the requirements of the work placement at Rambert, including the needs of the Rambert artistic and production teams and guest creatives on a day-to-day basis. You will support students in reflecting upon their practice as they learn and develop within the Rambert2 Company, and will be the first port of call for the Rambert2 dancers both in London and on tour.

You will have experience in dance in both a professional and academic setting, touring experience as either performer, crewmember or administrator, excellent communication skills, and be instrumental in facilitating effective collaboration between Rambert School and Rambert on a day-to-day basis.

Key Working Relationships

Reporting to:	Principal & Artistic Director – Rambert School Head of Production – Rambert (daily updates)
Key working relationships within School:	Head of Studies Director of Postgraduate Research Head of Admissions, Registry and Student Support
Key working relationships within Rambert:	Rehearsal Directors Producing Team Company Manager

KEY RESPONSIBILITIES

MA Programme Coordination

- Oversee the scheduling of the MA Programme, ensuring all modules are delivered as described in the MA Programme Handbook
- Work with Rambert School's Head of Studies and Director of Research to coordinate scheduling of academic lectures, seminars and tutorials
- Oversee the learning resources provision ensuring it is accessible to students to support learning and teaching
- Offer pastoral support during rehearsal periods as required
- Support students in their learning and research, specifically to guide students in their reflective practice on an ongoing basis
- Liaise with Head of Student Support at Rambert School to help identify and provide support for students with SPLDs, such as Dyslexia
- Act as first port of call for MA students whilst on placement at Rambert
- Ensure regular and efficient communication takes place between Rambert School and Rambert regarding delivery of the MA Programme

Company Management

- Produce rehearsal and creation schedules, working closely with the producing team and rehearsal directors to ensure all creatives' requirements are met and contractual obligations are fulfilled
- Ensure studio spaces are booked and prepared for all rehearsals
- Tour with Rambert2 to support the dancers, rehearsal director and technical team
- Ensure all accommodation and travel for Rambert2 touring parties is booked in a timely fashion and within budget
- Liaise with Rambert Finance Director to ensure per diems for Rambert2 dancers are distributed promptly
- Liaise with Rambert physio team over Rambert2 treatment schedule and venues regarding physio provision as required
- Liaise with Rambert2 Lead Technician and Rehearsal Directors to create and distribute touring schedules to Rambert2
- Act as main point of contact for Rambert2 dancers when on tour
- Represent the company at venues around the UK and internationally
- Coordinate the delivery of Kamuyot performances around the UK, including liaising with schools as required
- Work with the Rambert Development Team to support Rambert2 events throughout the year
- Provide information required by the Rambert Communications Team for brochures and programmes
- Act as point of contact for Rambert team members for issues relating to Rambert2
- Attend Rambert2 Production and Project Meetings

Quality Assurance Management

- Manage Quality Assurance systems for the MA Programme, ensuring the provision of required information
- Coordinate timely feedback for students through tutorials and written reports with Rehearsal Directors and Head of Studies
- Schedule assessments for all modules
- Manage marking team in relation to the contextual/research curriculum
- Understand the School's relationship with the Conservatoire for Dance and Drama and the validating institution (The University of Kent) and liaise with the External Examiner to facilitate their QA processes
- Prepare reports for Conservatoire for Dance and Drama and University of Kent as required

- Understand the School's HE academic and administrative regulations, policies, guidelines and procedures, and ensure these are implemented consistently for the MA Programme
- Attend Rambert School's Academic Board, Postgraduate Examinations Board, staff-student meetings, MA student focus groups, Rambert School INSET Days, and where possible, staff meetings
- Contribute to Rambert School's Annual Programme Monitoring processes
- Oversee processes for gathering feedback from MA students including both internal mechanisms and external surveys
- Mentoring of MA students where required

Other

- Rambert2 has a busy rehearsal and performance schedule requiring frequent evening and weekend work
- This role requires UK and international travel
- The successful applicant will be required to undergo a Disclosure and Barring Service (formerly Criminal Records Bureau) checks before the appointment can be confirmed
- Additional duties considered reasonable by your line manager may be required at times
- The successful candidate must at all times carry out duties and responsibilities with regard to Rambert School and Rambert policies and procedures, ensuring that work reflects the mission, values and priorities of the School and Rambert.

PERSON SPECIFICATION

Essential:

- Background in dance and education
- Teaching experience at an appropriate level
- Experience of touring in the UK and internationally in a professional capacity in any role
- Experience of working with a creative team and Artistic Director
- Excellent communication skills, written and oral
- Commitment to working with students/early career dancers in the pursuit of excellence
- An understanding of key concerns in supporting students' professional and academic development
- Ability to work as part of a team using initiative to manage workload and meet agreed deadlines
- Proven organisational, administrative and IT skills, including the use of relevant software to further learning
- Practical familiarity with the demands of the university sector and relevant statutory bodies, specifically Quality Assurance Management
- Flexible and collaborative approach, and with a positive and creative attitude towards problem solving
- A willingness to travel and being comfortable working in different environments when away from your usual place of work

Desirable:

- Knowledge of Rambert's previous work
- Knowledge of UK regional mid-scale venues
- Knowledge of international mid-scale venues
- Experience of servicing committees
- Post-graduate qualification, ideally in dance-related subject
- A flair for languages

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by the Principal in accordance with the grade of the post. You will be working

as part of a small, friendly, administrative team and may be asked to provide extra support within the office during busy periods, working together in a mutually supportive way towards shared priorities.

Rights to work in the United Kingdom

Applicants for this role must be eligible to work legally in the United Kingdom. The successful applicant will be asked to evidence of their right to work in the UK before being formally offered the role. If you do not have the right to work in the UK we will not be able to consider you for this role. If you are uncertain about your eligibility to work in the UK, you are encouraged to contact the UK Borders agency. <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

DBS checks

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions