



## Trainee Producer & Production Coordinator: Programming & Projects

### Job Pack



### Introduction – About Déda

Déda Purpose

**To deliver the benefits of movement & dance to everybody.**

Déda Vision

**To enrich people’s lives through dance, movement and creativity, producing hyper-local yet international facing work of relevance and place.**

Déda Mission

**Through diverse imaginative dance, movement and creative engagement practice; we will inspire artists, participants and audiences of all ages, cultures and means, to make art that moves.**

19 Chapel Street, Derby, DE1 3GU, 01332 370911

Building on our organisational strengths of artistic, educational, financial excellence and bold accessible outdoor activity, Déda is an organisation that is innovative, diverse, and outward-facing - enriching the lives of our close communities - creating a programme that blurs the lines between art, organisation, internationalism, and neighbourhood, creating hyper-local yet international facing work of relevance and place - ensuring Déda is a vital cultural resource for Derby, the Midlands, the UK and beyond.

Taking inspiration from Dan Luscher's '15-minute city' concept, Déda will work closely with the people and communities which fall within a 15-minute walk or cycle of the building, spotlighting our location and availability as a communally accessible space for everyone.

### **Déda - A New Direction – Pathways of reinvention and revelation....**

Over the coming years Déda seeks to surprise, to be rediscovered by its audiences and participants, artists and the dance sector.

We will be a resource, a source of support and an inspiration to the people of Derby and Derbyshire through a process of inter-connected programming, staff development and community inspired creative leadership that embraces the philosophy of ACE's 10-year strategy "Lets Create", enabling Déda to become more adaptable, relatable, and vital to the communities and artists who connect with us.

It is a vision that breaks down barriers, offering opportunities, connection and a creative life while inviting collaboration, reflection and involvement with our artists, audiences, and communities. We will reimagine our building and how we work, diversify our people and artistic output, strengthen our Board to help guide and advise us, and grow as an organisation firmly embedded in our community.

Steve Slater

Director, Déda 2021

# Job Description

<b>Post:</b>	Trainee Producer & Production Coordinator: Programming & Projects
<b>Hours:</b>	30 hours per week
<b>Term:</b>	Fixed term 12-month agreement
<b>Based at:</b>	19 Chapel Street, Derby, DE1 3GU / and home working
<b>Salary</b>	£15,000/annum
<b>Responsible to:</b>	Creative Producer

## The Role

Déda is looking to recruit someone from the local community, someone new to the sector or who is looking for a career step change, to offer the opportunity to develop new skills and progress as a producer, working across programming, artist development, producing and projects.

The Trainee Producer & Production Coordinator will work closely with the Creative Producer to assist in the development of a diverse range of projects that make up Déda's artistic activity. You will have an eye for detail, be good with systems and be excited to provide support and work across a broad range of projects in an ever-changing environment.

You will be provided with a training programme, regular mentoring sessions and additional support that will help you learn new skills to set you off on the journey in a career as a producer by the end of this programme. This role involves supporting the Déda team on key elements of some of Déda's new programmes over the next 12-months including our Derby Festé outdoor festival programme.

## 2021/2022 Activity

- Artist residency programme – utilising the Déda facilities to provide nurturing environments for Artists, regionally, nationally and internationally.
- Performance programme – a year-round performance programme that presents a broad range of Dance, Circus and family performances.
- Ambassador's programme – develop a team of local ambassadors to help support the programming of Déda's artistic programmes – associate artists, performance programme, residencies etc
- Derby Festé - Our annual outdoor large-scale performance programme featuring international work at sites across the city
- Administration support including contracting, budget management, operational and event logistics, artist liaison and database management.

## Holiday Entitlement

20 days per annum plus Bank Holidays. Holidays may not be carried forward into the next year unless in exceptional circumstances which must be agreed in advance with the Chair.

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## Additional Information

The nature of this role requires evening and weekend work to be undertaken for which time off in lieu may be taken in agreement with the Creative Producer, usually during Christmas/January periods or other periods of low activity levels.

## Person Specification

### Essential

- Highly motivated with a desire to succeed
- A self-starter, able to take the initiative and make decisions
- An interest in the Arts sector regionally
- The ability to adapt to change
- Ability to work with a wide variety of team members
- Ability to respect confidentiality
- Strong organisational ability
- Strong oral and written communication skills
- Ability to prioritise workload/ good time management
- Punctuality
- Commitment to equal opportunities
- Good level of Word and excel programmes

### Desirable

- An understanding of the Dance, Circus and Outdoor sector
- Experience in events and administrative processes
- A good understanding of Microsoft apps such as word, excel and PowerPoint

## How do you apply?

To apply for the position please email your cv with a cover letter to [careers@deda.uk.com](mailto:careers@deda.uk.com) telling us about the following:

Why are you interested in the role? What motivates you? What can you bring to the role? How could this role help your career?

You can share your cover letter in in the following ways:

1. Email your Cover letter (no more than two pages)
2. Sending a video (no longer then 10Mins)
3. Sending a voice memo/recording (No longer then 10mins)

We are open to applications in a variety of formats as we want applicants to feel comfortable. If you would like to arrange a call to talk through the role and ask any questions, we would be more than happy to arrange a time to chat, and you can do this by emailing Eleni at [e.kyriaocu@deda.uk.com](mailto:e.kyriaocu@deda.uk.com)

We are an equal opportunities employer, and we strongly encourage applicants who are from groups underrepresented in the performing arts sector and with protected characteristics as defined by the Equality Act 2010. We value having a diverse pool of applicants to enable us to find the best candidates.

Deadline for application: **Friday 19<sup>th</sup> November**

Interview: Wednesday 1<sup>st</sup> Dec

Start Date: Mid Dec to be confirmed, negotiable