

Resident Dance Facilitator

Application Pack 2024

**Application
deadline:
Saturday 3rd
August at
midnight.**

z-arts.org

335 Stretford Road,
Hulme, Manchester,
M15 5ZA

Registered charity 1093556

Ask us a question or call for a chat.

Get in touch in whichever way works best for you –
or drop us a line and ask us to call you back.

Email: saskia@z-arts.org

Call: 0161 226 1912



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TITLE: **Resident Dance Facilitator**

RESPONSIBLE TO: **Creative Development Manager**

Hours: **15 hours per week.**

A good deal of flexibility is necessary as this role involves evening and weekend work.

A general guide as to how the hours are split. 9 hours delivery a week - 2 hours set up/down each week – 4 hours lesson planning, evaluation, team meetings, and admin. The role split is subject to change as and when the timetable changes.

Deadline: **Saturday 3rd August, at midnight.**

Interviews: **Thursday 8th August 2024**

Salary: **£12.60 p/hour**

This is a term time only contract for 15 hours per week for 38 term time weeks.

Holiday allowance will be pro rata based on Z-arts full-time staff holiday allowance (23 days plus 8 days bank holiday). This works out at 9.5 days of paid holiday entitlement. Holidays must be taken outside of term time.

The total pay for the contract including the paid holiday entitlement is £8079.75 and this will be paid in 11 equal monthly payments on or around the 15th of each month from September 24 until July 25.

This is an exceptional opportunity to develop a career within the performing arts industry based with an arts centre focused on working with children and young people.

Welcome from our CEO



Here's a BIG welcome to Z-arts - the UK's only dedicated arts centre for children and families.

We pride ourselves on being welcoming and family-orientated, and I try to extend that to the whole team as well as to our visitors. Many organisations like to call themselves a family, but at Z-arts, we take it one step further!

I'm delighted you're interested in working with us. The staff here are an amazing bunch, full of vivacity and passion for the work we do and if you join us, you'll see for yourself that it's a great place to work. The children and the artists are all pretty inspiring too. Not that it's not hard work. We're a small team, and we expect you to go the extra mile.

The payback is that you'll learn loads, including skills that might not be on your job spec, make friends and enjoy a job that is the spice of life - variety - every day is guaranteed to be different.

You'll find my door is always open (there's often a tennis ball flying in and out of it for Siskin, the office dog to play with), so if you have any questions or great ideas to share, just ask. I hope you enjoy reading this pack, and are encouraged to make an application.

We look forward to hearing from you soon!



Our beautiful Edwardian building!



Liz O'Neill CEO



Siskin - Apprentice CEO

About Z-arts



Z-arts is the UK's only dedicated arts centre for children and families, delivering a broad range of performing arts events, performances, exhibitions, activities, workshops and participatory opportunities.

Our Mission

To inspire and enable generations of young people from Manchester and beyond to use creativity to achieve their potential.

- Z-arts uses creativity to inspire, enrich and enable children, young people, and families to reach their potential and be the agents of change in their own lives.
- In our arts centre in Hulme, in education, in communities, at home, and across networks.
- Developing Children, Young People, Educators, Artists, and Family-togetherness.

Based in Hulme, we are committed to supporting our local communities as well as reaching out across Greater Manchester and the North West. We operate from a large Edwardian building that includes a 230-seat theatre, gallery, recording studio, music room, dance studio, café, our brand-new children's library, escape room, and rehearsal/meeting rooms. But there is much more to what we do that is outside of the building.

We lead networks: Big Imaginations children's theatre network; MADE (Manchester Cultural Education Partnership); and the Manchester Family Arts Network.

We receive strategic funding from Manchester City Council, to lead on best practice for engaging children and young people in arts and culture. We are an Arts Council England National Portfolio Organisation, leading and delivering the Big Imaginations regional network of children's theatre, programming, and commissioning relevant, diverse theatre for the modern family.

We lead the Manchester Cultural Education Partnership (MADE) Working Group, with a vision to make Manchester a beacon for creative education, where the arts add magic to life experiences and learning for everyone.



What We Believe

Our manifesto to our families...

Z-arts is a place to express yourself, celebrate your imagination, have fun, be entertained, and dream big! So, whatever your age and whether you're coming to see a show or make some amazing mini-masterpieces in one of our arts workshops, we hope you enjoy your visit to Z-arts and are inspired by your own creativity.

History of Z-arts

Pavarotti sang here. Warren Beatty used our building in his film Reds. And Benji Reid's Life of a B-Boy was born here, if there's one thing that's for sure it's that Z-arts has a fascinating and eventful history!

www.z-arts.org/about-us/our-history/


Want to find out loads more about Z-arts?
Head to our website...

www.z-arts.org/about-us/

You can also have a nosey at our social media channels if you fancy.

 @z.artsmcr

 @zartsmcr

 @Z_arts_mcr

 Search for Z-arts



Working at Z-arts



We believe that theatre and the arts are for everyone.

They are inspiring, immersive, and magical, and we want to share the joy of creativity, imagination, and storytelling with children and families in Greater Manchester and beyond.



Our Values

welcoming

forward-thinking

inclusive

engaging

vibrant

fun

A recent staff workshop identified 'inclusive' and 'fun' being our primary values.

It's sometimes all hands on deck!

Z-arts has a relatively small team with lots on the agenda that we aim to get our teeth stuck into! This sometimes means that it's all hands on deck - so be sure you're up for doing a little bit of everything.

We need you to get involved to help support our organisation and the amazing work we do. Getting involved varies from, giving a wave to our social media channels, welcoming a school to our building, being a budding steward, or helping out the Box Office team over the Christmas period.

We work collaboratively across our teams and alongside the many networks we lead.



Working at Z-arts



At Z-arts we feel it's vital that our employees are well rewarded. We are constantly reviewing the details of our package, but the things you'll be able to enjoy currently include:

- 23 days holiday per annum, plus statutory public holidays (pro rata for part-time staff).
- Entitled to one extra days holiday after one year of continuous service.
- Group Personal Pension scheme for qualifying employees – Z-arts contribute 3% of the salary for each employee who contributes 5%

Sub-Groups

There are four sub-groups run by our staff here at Z-arts, these are:

- **Diversity**, driving our diversity manifesto forward throughout our activity.
- **Access** ensures everyone's visit to Z-arts is as enjoyable as possible.
- **Green Champs**, our environmental heroes.
- **Wellbeing**, to make sure our employees feel at their best!

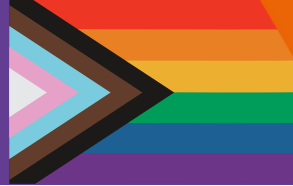


Wellbeing

At Z-arts, employees' wellbeing is a big priority, and we want employees to be the best they can be. Our wellbeing benefits up to now include:

- Flexible working hours
- Team well-being walks
- Refreshments in our staff kitchen
- Regular all staff meetings
- Regular team socials! (We know lots of people in the arts & cultural sector, there's always a ticket or two going for shows & events across the city)
- Free tickets to all of Z-arts events & productions!
- Buddy System
- Team Away Days





Diversity

We've recently been working on our new diversity manifesto. Here's a snippet below.

Our activities reflect our audiences, and we aim to represent all the different communities in our area. Z-arts is an antiracist organisation. We do not tolerate discrimination of any kind. We practice inclusivity and accessibility and are learning how to embed trans-inclusivity across all we do. Z-arts is welcoming to all people who do not discriminate against others.

We acknowledge all protected characteristics in the Equality Act 2010 – including age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation recognising socio-economic status and class as a thread that intersects all of these.

As a **learning organisation, Z-arts is always open to change.**

You can read more about what diversity means to Z-arts at:

www.z-arts.org/about-us/work-at-z-arts/



Our Recruitment Policy

Z-arts have a recruitment policy in place to ensure job applicants are considered equally and fairly, and are not discriminated against based on their race, nationality, ethnicity, religion, gender, sexual orientation, marital or civil partner status, disability, or age.

You can find out more about our **Unconscious Bias Recruitment Policy** [here](#). Z-arts also have a Safer Recruitment Policy which takes this further and ensures we are keeping children safe, this applies to all staff, freelancers, volunteers and placements.



Our building is located at:

**Z-arts
335 Stretford Road,
Hulme, Manchester,
M15 5ZA**

**Our registered charity no. is:
1093556**

Working at Z-arts



What the team say!

Don't just take our word for it, see what our staff have to say about working at Z-arts.

I love working at Z-arts! Each day is new and exciting - full of colour, joy, and creativity! Being a parent and working here is also great as my kids love Z-arts. We get a free Family Membership and are the first to see all the fabulous shows and exhibitions on offer!

- **Janine, Resident Visual Artist**



Part of Z-arts' remit is working with children and families, encouraging artistic fun and exploring the joy of just playing. The best thing is, that the remit doesn't stop at participants but also extends to the staff here. And their commitment to this honestly creates such a supportive, professional, productive, and most importantly fun working environment! And it's such a joy to be part of this! It allows you to be a big kid while being a grown-up. - **Isah, MADE Administrator**

Since joining Z-arts 20 years ago, I have never enjoyed a job so much. I thoroughly love working in such a dynamic organisation and doing the work I do. Z-arts has continued to grow and prosper over the years and we thoroughly deserve the praise we get from both parents and their children. I really take pride in seeing some of the shy young people developing and becoming more confident by attending our creative workshops. It is fantastic that I still get a buzz out of coming into work each day.

- **Paul, Deputy House Manager**

Working at Z-arts is so refreshing! It's brilliant to work somewhere where there is such a hive of creative minds and new ideas are met with, 'let's give it a go!' Z-arts are all about supporting the community and the whole family and this extends to the staff too. Having a young family, working at Z-arts allows me to work around family commitments and are genuine about being a supportive workplace for flexible working. - **Hannah, Creative Schools Project Coordinator**



What our families say!

Z-arts has given my daughter the opportunity to be a dancer and performer, which otherwise I feel she would have missed out on due to our financial situation. It is an amazing place and I don't know what we would have done if we hadn't found it.

- Parent



I love coming to Z-arts because the activities and classes here allow me to express my personality and open my mind to the world of creativity.

- Bright Sparks Member

Z-arts has made arts and theatre particularly accessible to my family, it's been inclusive to my child with SEN and recaptured my love for the arts.

- Parent



Z-arts are really inclusive with our ideas. It makes us feel like we really fit in... our ideas want to be heard and our ideas really matter.

- Parent





ROLE OVERVIEW:

Z-arts, Manchester's dedicated venue for children and families, seeks a dance facilitator specialising in dance to join the creative team.

This is an exceptional opportunity to develop a career within the performing arts industry based with an arts centre focused on working with children and young people. The resident performing arts facilitator will help Z-arts to provide dance education to address inclusion, equality, and diversity for all young people in Greater Manchester.

They will create a culture of dance-making that harnesses potential and encourages all participants to build their skills and develop their talents.



The successful applicant will be responsible for ensuring an excellent, efficient, and welcoming environment for all dance participants to Z-arts and have specific responsibility for the smooth running of Z-arts dance studio and dance sessions.

Styles of dance skills required:

Contemporary ballet, urban tap, street dance, jazz dance, and musical theatre for ages 5 -7, 8-11 and 12+. Other styles welcome!

Ask us a question or call for a chat.

Get in touch in whichever way works best for you – or drop us a line and ask us to call you back.

Email: saskia@z-arts.org / Call: 0161 226 1912



Timetable outline



Wednesdays: (1hr)

- **Dance Stars**
- (Year 3 - Year 6) 4:30 - 5:30pm

Thursdays: (1hr)

- **Dance Stars**
- (Reception - Year 2) 4:30 - 5:30pm

Fridays: (1.5hrs)

- **Street Dance**
- (Year 3 - Year 6) 4:15 - 5:00pm
- **Street Dance**
- (Reception – Year 2) 5:15 to 6:00pm

Saturdays: (3.25hrs)

- **Dance Stars**
- (Reception – Year 2) 10:00 to 11:00am
- **Dance Stars**
- (Year 3 – Year 6) 11:30 to 12:30pm
- **Musical Theatre**
- (Year 3 – Year 6) 12:45 to 1:30pm
- **Dance Fusion**
- (12+) 2:00 to 3:00pm

HOURS: A good deal of flexibility is necessary as this role involves evening and weekend work.

A general guide as to how the hours are split. 9 hours delivery a week - 2 hours set up/down each week – 4 hours lesson planning, evaluation, team meetings, and admin.

The role split is subject to change as and when the timetable changes.

JOB DESCRIPTION

TITLE:	Resident Dance Facilitator
BASED AT:	Z-arts
HOURS:	15 hours per week A good deal of flexibility is necessary as this role involves evening and weekend work.
Salary:	£12.60 p/hour This is a term time only contract for 15 hours per week for 38 term time weeks. Please see recruitment pack for full salary details.
Timeline:	Saturday 3 rd August at midnight - deadline for applications Thursday 8 th August - Interviews

Role Overview

Z-arts, Manchester's dedicated venue for children and families, is seeking a dance facilitator specialising in dance to join the creative team.

This is an exceptional opportunity to develop a career within the performing arts industry based with an arts centre focused on working with children and young people. The resident performing arts facilitator will help Z-arts to provide dance education to address inclusion, equality and diversity for all young people in Greater Manchester. They will create a culture of dance making that harnesses potential and encourages all participants to build their skills and develop their talents.

The successful applicant will be responsible for ensuring an excellent, efficient and welcoming environment for all dance participants to Z-arts and have specific responsibility for the smooth running of Z-arts dance studio and dance sessions.

Styles of dance skills required: contemporary ballet, urban tap, street dance, jazz dance and musical theatre for 5-7, 8-11 and 12+ Years. Others welcome!

MAIN AREAS OF RESPONSIBILITY

Engagement

- To take the lead in the dance programme; to mentor young people and develop training programme for individuals and the community to develop their skills in creativity and dance-making.
- To devise and deliver workshops & support masterclasses & deliver our regular sessions supporting our young people on dance creation.
- Expand on our outreach strategy to engage more young people & community groups.

Z-arts

- Monitor, measure and evaluate the programme through data, highlighting progress outcomes and any risks. Actively encouraging youth led evaluation through creative means to record and document things that matter to participants.

General

- To work with the creative team and entire staff team to support and deliver Z-arts strategic and creative vision.
- To understand, actively promote and adhere to Health & Safety legislation and Z-arts' Health and Safety policy.
- To adhere to all Z-arts policies and procedures.
- Any other duties required by the Senior Management Team

PERSON SPECIFICATION:

The successful candidate will be able to demonstrate the following:

Essential Skills:

1. Experience of working with young people, artists and community
2. Ability to enhance students abilities
3. Experience of dance sessions management
4. Experience of lesson planning and evaluating
5. Experience of organising events
6. With an up to date DBS or willingness to get one

Desirable:

1. Experience of working with young people from diverse backgrounds
2. Knowledge of the dance, arts and cultural scene in Greater Manchester
3. Degree or equivalent qualification in dance related subject
4. Experience of working with support facilitators
5. Knowledge of and experience of SEN and additional needs
6. Safeguarding knowledge

Person Skills:

1. Excellent interpersonal skills and ability to work within a diverse team
2. Excellent communication skills, both verbal and written
3. Ability to build and sustain good working relationships
4. Ability to exercise initiative and take personal responsibility
5. Excellent organisational skills
6. Attention to detail

To comply with legislation covering the activities at Z-arts, it is required that all staff undertake training as directed by their line manager. It is also essential that all staff carry out their duties in a safe manner in accordance with the current Health and Safety at Work legislation. The role requires an Enhanced DBS. This job description is intended as a guide to the duties expected of the post-holder. These duties may be reviewed from time to time to meet the needs of the business. This job description is not contractual.

How to apply

Please download and complete Part 1 and Part 2 of the application form.

If you'd rather make a video application for Part 2 of the application, please ensure it is no longer than 3 minutes. **Everyone is required to complete Part 1.**

As you fill in the application form, please explain how you think you meet the job description and person specification for the role. The information you provide will be used for the shortlisting process. It is important in your application to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining Z-arts.

You do not have to have previously undertaken all of the duties in the job description but you should tell us about your potential ability to do them.

**Please email completed applications to: paul@z-arts.org
by midnight on Saturday 3rd August.**

We will contact you by email if you are shortlisted for an interview.

All job applicants will be contacted via email whether or not they have been shortlisted.

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**Thank you for taking the time to read our
application pack!**

This recruitment pack is brand new! It's a work in progress and a learning document for us to update and make even better in due course.

So, if you have any feedback on the content, layout, or anything at all, we'd love to hear what you think.

Please email marketing@z-arts.org - we're all ears!

