



## Coventry Dance Board Recruitment – The Role of Secretary

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Coventry Dance will be a bold, ambitious, vibrant organisation aiming to build long-term significant and strategic presence in Coventry and the region.

Its development responds to the Coventry Cultural Strategy and to significant cultural events taking place in the city and across the Midlands in 2020-2022 and beyond. This timeframe includes Coventry City of Culture (2021) and Commonwealth Games, Birmingham (2022). Our aim is to be fully established in Coventry by 2024.

To realise this ambition Coventry Dance will evolve into a dynamic, sustainable inclusive organisation ready to embrace these opportunities with the diverse dance community in Coventry.

The Secretary appointed to Coventry Dance will have experience of the secretarial support needed for a small but developing organisation. The Secretary will manage communication between the Board and external partners. The role requires the organisation of meetings, the recording of accurate minutes, and the dissemination of key information to members and partners using varied social media. Working with the Board the Secretary coordinates the AGM and any formal voting systems.

The Secretary for Coventry Dance will have an important role to play in ensuring the bold ambition of Coventry Dance is achieved within the identified timescale and to honour its mission. We seek a proactive individual best placed to support us with the challenges that lie ahead in building a strong and resilient organisation for the dance community of Coventry and the wider Midlands and National dance sector.

The Board is responsible for the governance of Coventry Dance and is their ultimate decision-making body. The secretary will be pivotal in creating the conditions for overall Board effectiveness ensuring that the Board is expertly and carefully administered and run. This will also be driven by the intention to ensure success from both inside and outside of the organisation.

Along with the current Board of Directors on-going operational and artistic development of Coventry Dance is being led by Consultant Yael Owen-Mckenna. Yael is responsible for overseeing the delivery of present organisational mission and aims.

The Secretary is appointed for an initial term of 3 years and should be prepared to invest the time necessary for a role of this nature. As Coventry Dance is at a crucial stage of its development it is likely that this would be in the region of 2-3 hours per week

**The role is currently unremunerated but in the future Coventry Dance may be able to offer some reasonable expenses associated with the role.**



## Coventry Dance Board Recruitment – Role Expectations and Overview

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### *Coventry Dance – Our Commitment to Equity*

*Coventry Dance is deeply committed to working together in building an organisation which values diversity in our leadership, Board, and community, is representative and inclusive, and will enable all associated with it to progress and thrive.*

*Coventry Dance Board members must be focused and adept at conveying ideas to people from a wide range of backgrounds. You will bring a deep commitment and awareness to the empowerment, equity and visibility of people from different ethnicities, cultures and nationalities across the globe, women, people with visible and invisible disabilities and those who identify as LGBTQIA.*

The responsibility of people appointed to the Board of Coventry Dance will be to deliver against our Mission, Vision and Purpose and organisational ambition statements. You must also demonstrate clear commitment to our Statement of Equity. The Board will drive Coventry Dance forward to enable growth during its next development phase 2020-2024.

We are looking for board members with the following skill sets and experience.

### **Essential**

- A passion for dance and its transformative potential.
- Experience and transferable skills related to the Board membership in role of Secretary
- Commitment to the dance community of Coventry and neighbouring areas.
- Ability to advocate, promote and facilitate the growth of dance as part of the wider cultural sector.
- Ability to work collaboratively and engage with a variety of stakeholders and wider community.
- Awareness and/ or interest in current arts policies, trends and structures as relevant to dance within the UK.

### **Desirable**

- Track record of delivering projects in the dance sector and/ or as part of cultural-sector organisational boards.
- Experience of leading/and/ or administration of networks and groups.

**It is anticipated that the time contribution for the Secretary will be approximately 2-3 hours per week on average. All Board members will be expected to regularly attend meetings and support events as required contributing fully to the business of the Coventry Dance Board in a timely and collaborative manner.**



## **Coventry Dance Board Recruitment – Application Process**

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### **How to Apply:**

To apply, please send your CV and a 200-300 word statement outlining your experience and how you might contribute.

The role of Secretary will also be considered as a Job-Share. If you would like to apply as a Job Share candidate, please highlight this in your statement.

The Deadline for applications is: **12 Noon Friday 4<sup>th</sup> September 2020**

Interviews will commence: **Week Beginning 14<sup>th</sup> September 2020**

Please email CV and statement to: [info@coventrydance.org](mailto:info@coventrydance.org)

Please Note: Board Positions will commence end of September 2020 and there is likely to be a Board meeting in early October.

If you have questions or would like an informal conversation about this role and what is involved, please contact:

**Dr Geoff Willcocks**  
(Coventry Dance Core Development Group and Board Member)  
Email: [arx177@coventry.ac.uk](mailto:arx177@coventry.ac.uk)

**Dr Natalie Garrett-Brown**  
(Coventry Dance Core Development Group and Board Member)  
Email: [N.GarrettBrown@uel.ac.uk](mailto:N.GarrettBrown@uel.ac.uk)

***Coventry Dance actively welcomes a range of applicants from a variety of backgrounds as aligned with our Commitment to Equity statement.***



## **Coventry Dance - Organisational Ambitions (2020-2024)**

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Coventry Dance will be a bold, ambitious, vibrant organisation aiming to build a significant long-term presence in Coventry and the region.

Its development responds to Coventry's Ten-Year Cultural Strategy and to significant cultural events taking place in the city and across the Midlands in 2020-2022 and beyond. This timeframe includes Coventry City of Culture (2021) and Commonwealth Games, Birmingham (2022). Our aim is to be fully established in Coventry by 2024.

To realise this ambition Coventry Dance will evolve into a dynamic resilient inclusive organisation ready to embrace these opportunities with the diverse dance community in Coventry.

Short and medium-term development aims will create the conditions for a sustainable organisation rooted in the heart of Coventry. Short term aims will be achieved through a funding application to Arts Council England centred on specific areas of activity including;

- Creation of a business/activity framework
- Governance and Board development
- Mentoring – Hull Dance, Coventry University Social Enterprise and Keith Jeffrey (Independent Business Consultant)
- Continue building and embedding networks across our Coventry Dance Community through authentic dialogue and live activity (when safe to do so)
- Establish and embed long-standing partnerships with significant cultural organisations in the city and Midlands including NPOs
- Collaborate with locally based producer Louise Lomas as part of the Coventry Dance team.

When conditions allow Coventry Dance will launch a small festival of 5 'Dance Live Conversations' embedded across the city, hosted by local libraries including Coventry Central Library. This aspect of project is designed to foster relevance and inclusivity across the Coventry Dance Community through opportunities to share dance performances, experiences, makers, and audiences. In addition, this will create space for conversations about dance in Coventry to take place and contribute to shaping the business and activity programmes of the organisation.

Coventry Dance will undertake this work through a model of community and organisational collaboration. In this, we also aim to establish members of a wide-ranging steering group, potential future project leaders and Coventry Community Dance Champions from all across the city.

Coventry Dance's ambition is for a dynamic forward-thinking and responsive organisation supported by mentoring in current business and cultural development practices. It is committed to an inclusive and diverse approach in both artistic and business contexts, embracing the wealth and breath of voices of the dance communities across Coventry.



## Coventry Dance – Vision Mission Purpose

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### **Vision**

By 2024 an inclusive, diverse, vibrant, and well networked dance community will be at the heart of the cultural life of Coventry and its region

### **Mission**

Coventry Dance exists so that everyone can participate in high-quality dance activity, to increase opportunities in developing professional practice, to connect the sector and promote dance in the city and region.

**Purpose - Areas of Activity** This means we will:

**CREATE** opportunities for more people to participate in dance either through making or seeing and/or attending

**DEVELOP** professional practice through training, education and knowledge share

**CONNECT** practitioners, teachers and dance organisations

**ADVOCATE** for dance in the city

**ENRICH** the dance programme in the city with the creation of a Dance Strategy and in facilitating new ideas and collaborations

### **Aims**

How will we know we are successful?

- Coventry is recognised as an important hub for dance activity by dance artists and peers
- Dance is recognised for its strategic importance in improving the lives of people in the City
- Quality and Diversity of dance participation has increased and improved
- Engagement in dance activities by the people of Coventry and the region has increased
- More people in Coventry will have the opportunity to see diverse programmes of dance performance

### **Objectives**

- Measure increase in engagement with a broad range of dance activity by people in Coventry
- Measure impact of people engaging with training programmes, professional development and knowledge share
- Dance is embedded in key city strategies e.g. Cultural Strategy/ National Culture Health and Wellbeing Alliance (Coventry & Warwickshire)
- Measure increase in engagement by people who choose to see broad ranging programmes of dance performance