# Job Description

# PiPA Dance Lead

**Duration:**  5 months initially (with potential to extend)

**Hours:**  Self-managing, task based (approx. 1.5 - 2 days per week)

**Remuneration:** £5000 fixed fee

**Contract:** Fixed term, self-employed. Potential to offer PAYE.

**Start date:** June 2021

**Reporting to:**  PiPA CEO Anna Ehnold-Danailov

**Application Deadline:** Monday 24th May 2021, 10am

**Zoom Interview Dates:** 27th & 28th May

## About PiPA:

Parents and Carers in Performing Arts (PiPA) believes a truly world class performing arts is inclusive of all talent and circumstances. We work together to amplify the voices of parents and carers across all the performing arts. We encourage a new mindset, that parents and carers enrich our industries. We show what’s possible.

PiPA works collaboratively with the performing arts industry to develop and implement strategies for change and promote best practice employment. PiPA’s pioneering Charter Programme supports performing arts organisations to implement effective strategies to ensure that they are able to attract and retain a diverse and flexible workforce inclusive of carers and parents.

Underpinned by rigorous research, PIPA aims to shift mindsets, address disadvantages, lobby for change and map out practical ways forward. Since PiPA’s formation, leaders across the arts have responded rapidly and with enthusiasm to new ideas, integrating PiPA into new working structures and approaches. In 2020 PiPA became a registered charity and has ambitious plans for future growth.

## About the role:

PiPA is embarking on a new research project in the dance sector. This project will conduct research into the specific barriers to career progression faced by dancers, choreographers and other dance professionals with caring responsibilities. PiPA is looking for an ambitious and motivated Dance Lead to manage and deliver the first part of the Dance Research Project, for an initial period of 5 months, with view to extend.

Building on the charity’s existing work in both dance and theatre, the aim of the first part of the project is to identify the barriers to career progression specifically affecting dancers, choreographers, and other dance professionals juggling work and family life.

This data will then be used in conjunction with the PiPA Best Practice Charter Programme and existing research to identify the specific interventions and strategies needed by parents and carers working in the dance sector in order to meet work and family commitments. The research will lay the foundations for a series of practical trials by dance organisations towards the end of 2021 and beginning of 2022, culminating in a PiPA Dance Best Practice Charter.

The Dance Lead will manage and deliver PiPA’s Dance Research Project. The PiPA Dance Lead will be responsible for the preparation and delivery of all research related activities. They will work with PiPA to build relationships with employers, funding bodies and membership organisations and make the case to support parents and carers working in Dance. This role would suit an academic with a practical background in dance, or a dance professional with comprehensive research experience.

The role will be for an initial period of 5 months, covering phase one of the project, with view to extend. This is an excellent opportunity to join a small, ambitious and committed team within a supportive and flexible working environment to make a real difference for parents and carers working in the dance sector.

## Areas of responsibility

* Leading the design, coordination and delivery of research activity pertaining to parents and carers working in dance (through focus groups and/or survey)
* Data analysis
* Report delivery
* Project management
* Identifying potential support strategies with dance organisations to address research findings.
* Relationship development and management:
	+ Building partnerships and collaborations with dance organisations, developing the PiPA Dance Partner network.
	+ Engaging dance organisations to participate in the research and wider dance programme.
	+ Reaching a diverse range of dance professionals with caring responsibilities to participate in the research.
* Seeking, developing and integrating new opportunities to further PiPA’s work in dance.
* Ensuring resulting research is representative of the diversity of the UK Dance sector.
* Identifying and applying for relevant funding streams

## Required Experience

3-5 years project management experience

Conducting research projects, including Action Research

Data analysis and report writing

Conducting focus groups

Relationship management and development: research partners and participants, funders and stakeholders

In-depth understanding and knowledge of the dance sector.

A track record of fundraising and impact generation in community / applied settings

## Desirable Skills

Self-motivated, pro-active, with positive outlook and good problem-solving skills

Highly organised with a can-do attitude, able to deliver to tight deadlines

Ability to effectively manage own workload

Eye for detail

Excellent communication skills, both written and verbal

Ability to communicate effectively with people at all levels

Stakeholder management

Resilient and calm under pressure

Ability to prioritise

Understanding of impact measurement

Passionate and proactive about diversity, equality and inclusion

## Application:

PiPA welcomes applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality. We respect and value what everyone can bring to PiPA. Diversity of experience, thought and voice adds immeasurable strength to our team, so we will take these factors into account when making appointment decisions.

We are keen to hear from people from a culturally diverse background (including Black, Asian, Dual Heritage and Other Ethnic Groups); D/deaf & Disabled people; people who are from a working class background; and/or people with caring responsibilities, or any other under-represented backgrounds in the performing arts sector.

PiPA is committed to attracting, supporting, and retaining a more diverse and flexible workforce. Our application materials are available in a range of accessible formats, and we accept audio and/or video applications as well as written. If you require application materials in alternative format, please don’t hesitate to contact bryony@pipacampaign.com.

PiPA enables and empowers parents and carers. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, for example through job shares or flexible working arrangements.

To apply for this position please submit the following to kandy@pipacampaign.com:

Completed Application form

Completed Monitoring form

A video, audio or written statement outlining your relevant experience pertaining to dance and research, and why you would like to work with PiPA. Written statement should be no more than 2 pages, and video/audio responses no longer than 5 minutes.

An up to date CV or excerpt of a report you have written.