

**SCOTLAND'S
NATIONAL
CENTRE
FOR DANCE.**



Chief Executive



**Information for Applicants
June 2024**

DANCEBASE.CO.UK

Dance Base is on a mission to help dance flourish and change lives in Scotland.

Dance Base has been at the centre of the dance community in Scotland since 1993, opening our purpose-built venue in Edinburgh's Grassmarket in 2001. Over that time, we have nurtured professional dance artists, provided inclusive opportunities for public and community participation in dance and built an international reputation as the home of dance in Scotland.

Today Dance Base continues to have an important place in the wider arts and cultural sector in both Edinburgh and Scotland, working with peers, networks and sector support organisations in Scotland and beyond. This includes the #LoveDanceScotland partnership of Dance Base, Scottish Dance Theatre, Tramway, The Work Room, City Moves and Dance North Scotland.

We are a team of 13 full time equivalent permanent staff, working each year with a community of 2,000 freelance teachers, artists, and creative professionals, and engaging 60,000 participants and audience members. Our financial model combines government and public sector investment, revenue generating class activity, and fundraising from individuals, trusts and corporates.

We're here for people who dance professionally, as well as everyone who can enjoy watching or participating in dance, whatever their background or experience. We bring award-winning dance studios, a skilled and experienced staff team, and a global reputation and network of relationships, using these to deliver a programme of activity across four strands:

1. Professional Programme

- Provides skills, creative and long-term development opportunities for professional artists
- Supports the creation and development of robust artistic performance work
- Connects professionals to audiences and their international peers

2. Public Programme

- Provides dance opportunities for all by offering a large programme of public classes
- Manages our in-house dance companies for young people and older people

3. Health, Wellbeing and Engagement Programme

- Provides dance for specific neurological conditions such as Parkinson's and Dementia across Scotland
- Provides dance in hospital and community settings to address mental wellbeing
- Delivers a programme of dance activity for people from socially excluded or protected groups

4. Performance Programme

- Programmes dance at Edinburgh's August Festivals, platforming Scottish dance artists alongside incredible international work
- Provides year-round opportunities for audiences to see and engage with live dance performance in Edinburgh

The Job Opportunity

We're looking for our next Chief Executive, who will lead the Dance Base team to deliver the organisation's vision and mission, through our six aims and by modelling our four values.

Our Vision

- A world where dance flourishes and changes lives

Our Mission

- We will create the conditions for dance to flourish. We do this by nurturing a fertile, healthy and safe environment for dance artists to grow and take risks, and creating opportunities for people to experience the creative, physical, social and emotional benefits of dance.

Our Aims:

1. Support Scotland-based dance artists to develop successful and sustainable careers, both at home and internationally
2. Contribute to the development of Scotland's dance ecology
3. Expand access to the creative, physical, social and emotional benefits of dance for people who live in the Edinburgh City Region
4. Build audiences for dance in the Edinburgh City Region
5. Become a hub for dance, delivering social impact and cultivating a welcoming, safe, and stimulating environment
6. Embed financial, social and environmental sustainability across all aspects of the organisation's work

Our Values

BRAVE

- We believe it's important to stand up for what is best for dance in Scotland, even when that may be challenging. We'll listen before we come to our views and be open and transparent about our conclusions

RESPONSIBLE

- We value our dance sector, the people we work with, and the planet we share. We think it is important to use our resources and position responsibly and sustainably

COLLABORATIVE

- We believe in the power of collaboration. We know that working together makes our sector stronger

CARING

- People are at the heart of what we do. We value what each individual can bring and treat everyone with care and respect

Main Responsibilities of the new CEO

Strategy

- To lead, with the board and team, the development of the organisation's strategy and business plans, and to take responsibility for the effective delivery and evaluation of the strategy.

Team Leadership

- To recruit and lead a team that effectively delivers the organisation's strategy, in particular building a close and effective working relationship with the Artistic Director as their line manager and critical friend
- To also line manage the leads for artistic programme, marketing, fundraising, front of house and building while ensuring that the organisation has effective HR systems and processes in place, supporting the principles of fair work and that the post holder is a role model for best practice

Partnership Building and Stakeholder Management

- To ensure that Dance Base has strong relationships with all stakeholders able to influence support for the organisation, including Creative Scotland, City of Edinburgh Council and Scottish Government
- To build effective partnerships with other organisations in the cultural sector and beyond to better deliver Dance Base's strategy and plans

Finance

- To ensure that Dance Base has appropriate financial plans in place, along with effective and secure financial processes, and that management and statutory accounts are prepared in a timely and accurate manner for the board and for regulators, working with our outsourced financial support

Fundraising

- To ensure an effective fundraising strategy and plans are in place covering individuals, corporates and trusts and foundations and that stretching targets are set and delivered

Building and Operations

- To ensure that the Dance Base building is maintained in an appropriate condition through effective maintenance plans and capital projects, in order to support the aims of the organisation effectively and meet commitments to carbon reduction

Compliance

- To ensure that Dance Base complies with all relevant legislation, including but not limited to operational health and safety, all relevant employment, company, charity and taxation law, and obtaining all the necessary permits and licenses for operation

Board relationship

- To work with the co-Chairs to ensure an effective working relationship between the board and the executive, so that the relevant knowledge and experience of board members is used for the benefit of the organisation, and that the board is kept updated on the organisation's activities, financial situation and risks in a timely way
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Initial priorities of the new CEO

Our new Chief Executive will take up their position at a time when there is a compelling business plan in place, and with strong artistic leadership from Artistic Director Tony Mills. So, the initial focus of the role will be:

- Managing and implementing the Business Plan and Creative Scotland multiyear funding agreement
- Building relationships with all stakeholders to ensure that Dance Base's achievements and potential are understood and supported
- Fundraising for capital works required for the long-term sustainable future of the building, while implementing plans to deal with ongoing maintenance issues.
- Leading an effective and expanded staff team to implement the agreed strategy
- Working with the board to manage and monitor the risk register and organisation finances

Person Specification: Knowledge, skills and experience

Essential

- Demonstratable experience of a senior leadership role ideally in an arts or cultural organisation
- Knowledge and passion for the dance and/or performing arts sector and understanding of the challenges it faces
- A track record of effective team leadership, demonstrating and modelling a values-based approach
- Experience of developing strong and effective relationships and partnerships
- Experience of fundraising and/or leading a fundraising function
- Experience of financial planning, management and accounting at a senior level, ideally in the management of an arts and / or charitable organisation
- Understanding of Fair Work in the cultural sector
- Ability to think strategically as well as tactically
- A demonstrable commitment to delivering increased equality, diversity and inclusion through strategy and practical action

Desirable

- Experience of managing a cultural or public building
- Experience of designing and delivering environmental sustainability plans
- Current networks and relationships with cultural funders and government in Scotland
- Knowledge and experience of not-for-profit governance

Terms and conditions

Salary:	£52,000 - £56,000 depending on skills and experience
Contract:	Permanent with a three-month probation
Contractual Hours:	35 hours (5 days) per week excluding lunchbreaks
Overtime:	No overtime is payable but will be given as Time off in Lieu, in line with Dance Base's toil policy
Holidays:	28 days paid holiday per year including usual public holidays in Scotland, although it is not mandatory to take leave on these days, plus 7 days to be used when the office is closed over Christmas and New Year
Place of work:	The role will be based at Dance Base in Edinburgh, although the postholder may choose to work from home or other locations on an ad hoc basis when that is more appropriate for delivering certain aspects of the role
Reports to:	Chair/s of the board

Flexible Working

We are always happy to discuss more formalised solutions that allow people to balance their working lives with their responsibilities outwith work.

How to apply

To apply for this position, please:

1. Send a tailored CV together with bespoke covering letter outlining your knowledge, skills and experience in relation to our needs and person specification via email to: chairs@dancebase.co.uk with your name and "CE24" in the subject line. We are also happy to receive the covering letter by audio or video format please get in touch if you would like to apply using this alternative format.
2. Complete the Equal Opportunity form [here](#).

If you require the application form, equal opportunity form or job description in a different format (eg. printed, large print, plain text etc.) or if you have any other access needs, please do get in touch and we will do our best to accommodate these. Please contact recruitment@dancebase.co.uk.

Dance Base welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality. And as a Disability Confident Employer, Dance Base guarantees an interview to anyone with a disability who meets the essential criteria for the job. We are also a PiPA (Parents and Carers in Performing Arts) partner. PiPA enables and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce

The closing date for applications is Monday 15 July at 12 noon. Interviews will be held in Edinburgh on Wednesday 31 July. We look forward to receiving your application and thank you for your interest in Dance Base.
