



ROGREGOR  
WAYNE

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Artistic Coordinator

Job Profile, Nov 24



**Who we are looking for**

We are looking for a creative and driven Artistic Coordinator to join our Team and support all aspects of the organisation’s creative work. This is a role for someone looking to build a career in the arts, so ambition and potential is what we are looking for. You will be approachable and a team player, who delights in multi-tasking, planning and logistics and has a keen eye for detail as well as a drive for perfection. A passion for efficiency, a positive attitude, and a creative approach to problem solving are key to the success of this position, as is the need to be comfortable working with Outlook 365, Teams and MS Excel, and a willingness to learn about A1’s and international travel visas.

**About us**

We are creative, curious and ambitious with equality, sharing, diversity, generosity and collaboration at our centre. We aspire to be a place where a diverse mix of talented people want to come and do their best work. We strive to build an inclusive culture that encourages, supports, and celebrates the individual voices of our team and reflects the communities we work with. We welcome applicants from underrepresented groups - if this is a transition to a more senior role, we will support you.

**Main objectives:**

The Artistic Coordinator supports and underpins the delivery of all artistic activity for Company Wayne McGregor (CWM), Engagement and The Talent Lab, promoting and maintaining an organisational culture which values the highest standards of performance and delivery.

<b>Job title:</b>	Artistic Coordinator
<b>Responsible to:</b>	Touring and Projects Manager
<b>Key working relationships:</b>	Touring and Projects Manager, Associate Director, Licensing and Projects Manager, Technical Director.
<b>Key duties:</b>	To provide administrative support, enabling the smooth delivery of SWM Artistic projects.

## JOB DESCRIPTION

**Specific duties**

**Company Wayne McGregor Touring**

- Support the Touring and Projects Manager on the smooth delivery of all CWM touring activity
- Manage touring logistics including travel, accommodation, per diems and other arrangements, working closely with Touring and Projects Manager, Technical Director and Associate Director
- Update CWM schedules and produce the tour itineraries for dancers and technical staff with input from the Touring and Projects Manager, Technical Director and Associate Director
- Distribute schedules to dancers, technical staff and any other staff members or freelancers who may be involved in specific projects and performances
- Process and coordinate all necessary visa applications for international touring projects in a timely manner





- Obtain and distribute all documents required for international tours, including Certificates of Residence, A1s, tax waivers and other company documents required by international presenters.
- Administrate weekly CWM Project meetings and provide updates on each project
- Maintain and update the Projects document and other touring documents, including up to date profiles for staff, dancers and technicians
- Assist the Associate Director with ticketing and publicising Open Company classes, Labs and workshops
- Assist with the organisation of Company auditions, including administrating applications, in liaison with the Associate Director
- Update the relevant sections of the Studio Wayne McGregor website
- Collect data from tours such as final audience figures and archive historical tour information

### **Engagement Support**

- Support the Associate Director and Licensing and Projects Manager with the smooth management and delivery of all CWM engagement projects
- Manage all logistics, working closely with Associate Director, who will oversee all elements of Engagement activity
- Help to ensure safeguarding procedures are upheld in line with SWM's Safeguarding policy and that DBS's are in place for all staff working on projects.
- Support the Associate Director with Engagement Budget (tracking and reconciliation).

### **The Talent Lab**

- Support the growth and development of The Talent Lab, delivering on The Talent Lab projects including FreeSpace, and the Resident 6 programme, as well as the new Co Homes element.

### **General Artistic Delivery & Support**

- Continuously evolve and further develop systems to aid the smooth and efficient delivery of the artistic activity.
- Keep an overview of all CWM, Engagement and The Talent Lab artistic activity, to share with other team members as appropriate
- Update the Activity Tracker as required and contribute to the collection of statistics on audiences, learning & engagement participants, FreeSpace artists, research projects, digital distribution, countries visited, and any other relevant data information collection to contribute to the Arts Council annual survey and funding applications
- Check that CWM, Engagement and Talent Lab updates for the weekly report are correct
- Be a key contributor to the CRM, ensuring CWM and relevant artistic activity is managed to a high standard

### **Finance**

- Assist with Engagement and CWM budgets by tracking expenditures, coding payments, processing invoices and issuing sales invoice requests to the finance team.
- Administrate CWM payments, including dancer, technician and class teacher fees, per diems and expenses
- As needed, support the reconciliation of budgets and accounting software to ensure accurate records





## Person specification

### Essential

- A hardworking, personable, and focused nature
- Excellent administrative skills and high attention to detail
- A self-starter, with the ability to take the initiative and work independently, collaboratively, and autonomously.
- Able to thrive under pressure and find rewards in the end result
- An understanding of touring and producing live performances

### Desired

- An understanding of Studio Wayne McGregor and a passion for dance.





## TERMS

**Hours:** 40 hours per week with a one-hour paid lunch break across Monday to Friday. Core working hours are between 9am - 6pm however staff members will need to be flexible as some morning, evening and weekend work may be required. SWM operates a Time Off In Lieu (TOIL) system. Here East is a 24/7 building so staff have flexibility to adjust their working hours in consultation with their line manager.

### Office Base

Studio Wayne McGregor  
Broadcast Centre, Here East  
10 East Bay Lane  
Queen Elizabeth Olympic Park  
London, E15 2GW

**Salary:** £26,000 - £30,000 per annum dependant on experience.

**Holidays:** 25 days plus bank holidays, pro rata per annum.

### Benefits

- Flexible working and a company culture that promotes good work/life balance.
- Additional leave for length of service
- Training budget for every member of staff
- Access to London stage rehearsals of Company Wayne McGregor works.
- Access to events hosted by Here East
- Additional time off around the festive period.
- Staff networks including Environmental and Inclusion Working Groups
- Staff social events
- SWM offers a designated stakeholder pension scheme.

Elements of the post may change and develop, though the general character of the job and level of duties and responsibilities will remain. This information will be periodically reviewed, revised, and updated in consultation with the post holder to reflect appropriate changes.

## HOW TO APPLY

**Closing date:** 10am Monday 6th January 2025

**Start date:** Immediate or asap

Complete the application form and equal opportunities form on our website: [Click here to access the website](#)

We want you to complete your application in a way that is comfortable for you. If you would like to complete your application via audio or video, answering the questions in the application form, please email this to: [e400df70.waynemcgregor.com@uk.teams.ms](mailto:e400df70.waynemcgregor.com@uk.teams.ms)

**Interviews:** In person at the Studio and via Teams where appropriate. Travel from outside of London will be reimbursed.





## STUDIO WAYNE MCGREGOR

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor CBE, and the home of his life-long choreographic enquiry into thinking through and with the body. It describes the dynamic team of individuals and resources that support his vision, and comprises dance artists, writers, composers, filmmakers, visual artists, scientists, designers, architects, stage technicians, software engineers, administrators and producers who form his collaborative network.

Our inspiring arts space, based at Here East in the Queen Elizabeth Park, is part of a new technological and creative community re-imagining the cultural landscape of east London. It comprises of three extraordinary studio spaces and hosts all of McGregor's creative work and collaborations, as well as artist development and creative learning programmes.

The people that comprise Studio Wayne McGregor are creative, curious and ambitious, with collaboration, inclusion, diversity, sharing and generosity at our centre. We aspire to be a place where diverse and talented people want to come and do their best work, and we strive to build an inclusive culture that celebrates the individual voices of our team and reflects the communities we work with.

## VALUES

We value **people**: as colleagues, collaborators, creatives and individuals.

We value **diversity**: in our teams, in our communities, in our artistic collaborations and in our creative vision.

We value **dynamism**: in our approach and in the pursuit of our creative ambition.

We value **change**: in the way in which we learn and grow, and the way in which we catalyse and build.

We value **innovation**: in our artistic vision, in our creative work, and in our working practices.

