



# JOB APPLICATION PACK

## ROLE: GENERAL MANAGER



### Job Information

**Location:** Working from home (some requirements to travel to and work in Coventry)

**Hours:** Up to 20 hours a week (Flexible working schedule but would need to have some set hours to ensure communication with the Ascension Dance team)

**Salary:** £25K Pro Rata - £12K part time

**Job start date:** Monday 3<sup>rd</sup> January 2022

**Contract Length:** 3 months – Ambition to retain this role as a permanent member of staff

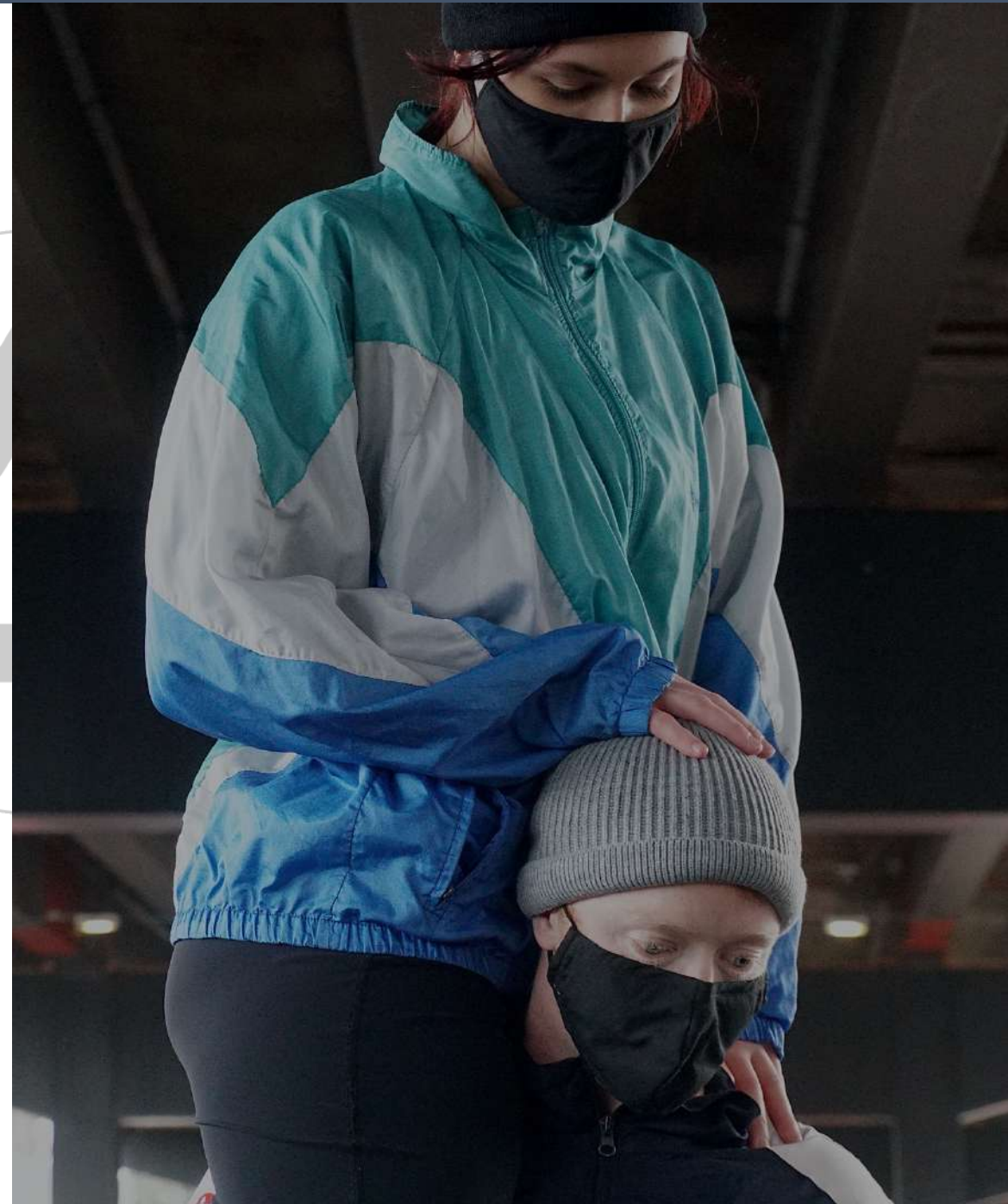
**Holiday:** 3.5 days based on 3 months part time contract

**Pension:** Auto-enrolment contract is provided

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**Application deadline:** 12PM / Thursday 25<sup>nd</sup> November 2021

**Interviews:** Week Commencing Monday 29<sup>th</sup> November 2021

**Pre-Christmas Meeting:** w/c 13<sup>th</sup> December



### Ascension Dance Company - About us

Ascension Dance Company, founded in 2017 by company directors Ashley Jordan and Ben Morley, was created to produce high quality contemporary dance work with a keen focus of working in unusual space, with set and fusing a contemporary movement style with movement from physical dance forms and movement style such as parkour and breakdance. Since, we have worked with over 3000 young people nationwide and partnered with companies such as the BBC and the Royal Shakespeare Company.

### What are we looking for?

We are looking for somebody pro-active to join the Ascension team as a General Manager. This is a role that will include but is not limited to working closely with the Ascension Dance Directors in aid communications and bookings, maintain our level of organisations and increase of project efficiency.

### Some Deliverables

- Attending relevant meetings
- Creating Documents (contracts, booking forms etc)
- Project management
- Day to Day running of the organisations
- Identify and help us address areas of growth
- Represent Ascension Dance in meeting
- Communication with suppliers, freelance staff and other affiliated organisations.



We are excited about everybody who works with us and we encourage you to be authentically you. We want you to be able to bring your ideas and thought to the table in order to constructively challenge our ideas and develop our business. This role will not be passive or man managed.

Experience Required (minimum 1 year experience required):

- Experience of working in a management, administrative or development role. You do not have to have knowledge about dance or working in the creative or cultural industry.
- Comfortable working remotely at times using work planning software. Confidence with planning, balancing and managing their own workload.
- Driven, able to work independently and take initiative.
- High attention to detail
- Ability to manage and build new partnership.
- Comfortable with learning from mistakes and able to problem solve.
- Proactive and self – directed
- Strong written and verbal communication skills
- Good at communicating with people and facilitating conversations.
- Commitment to development and sustaining the work of Ascension Dance.

You will be joining an ambitious and innovative team of creatives who are passionate about creating opportunities and challenging what has always been done. If you are somebody with a mind for development and craft elevation then this could be the role for you.

***This role does require you to have at least 1 years experience working in management or administration.***





We are committed to being as inclusive and accessible as possible.

We welcome applications from all genders, socio-economic backgrounds, sexualities, those who have experienced racism and those who identify with having a disability.

Please advise us if you have any access requirements as part of your application and we will do our best to meet them. If you have any questions about the role please email [info@ascensiondance.co.uk](mailto:info@ascensiondance.co.uk).

Ascension Dance Company is committed to processing information in accordance with the General Data Protection Regulation (GDPR). The personal data collected via your application will be held securely and will only be used for the legitimate interest of this recruitment process

As an alternative for writing a 2-page supporting statement, we would be happy to receive:

- 2-minute video
- 2-minute voice note

Use the questions on the following page to help you to frame your application submission.

Large print or alternative colour documents are available on request.



To apply please send your CV and a supporting statement to [info@ascensiondance.co.uk](mailto:info@ascensiondance.co.uk)

Your supporting statement should be no more than 2 pages and should include:

Why you want to work for us and how you think your right for the role.

Why you believe you meet the job description and are who we are looking for.

Tell us a bit about any interests, hobbies or passions you have.

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We are open to hearing about your experiences and how they will add value to your application.

More information about Ascension Dance can be found via our website and on our various social media platforms.

Website: [www.ascensiondance.co.uk](http://www.ascensiondance.co.uk)

Facebook: [@ascensiondanceuk](https://www.facebook.com/ascensiondanceuk)

Instagram: [@ascensiondanceuk](https://www.instagram.com/ascensiondanceuk)

Twitter: [@Ascension\\_DC](https://twitter.com/Ascension_DC)

Ensure your application is with us by **12PM Thursday 25<sup>th</sup> November**

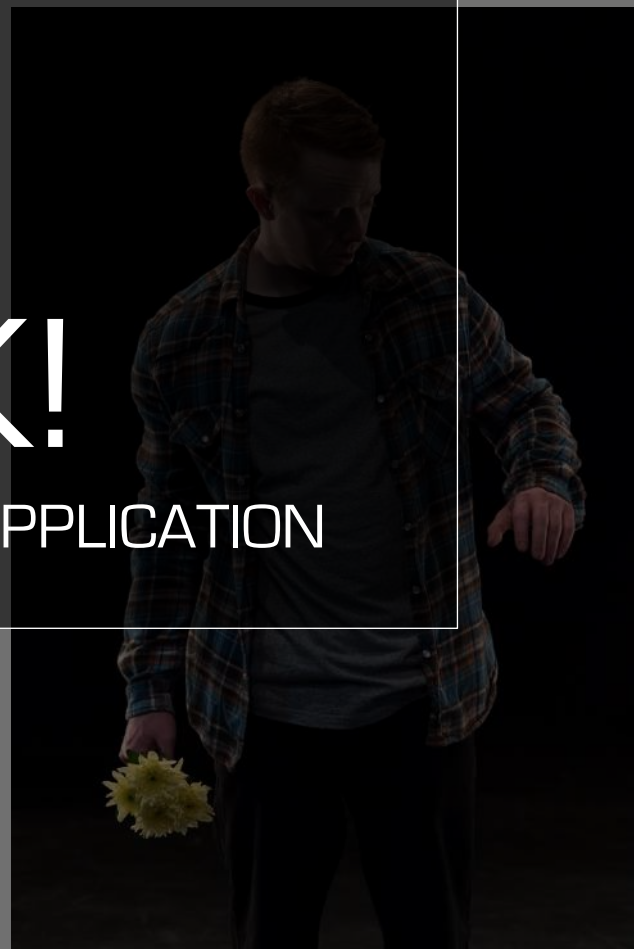
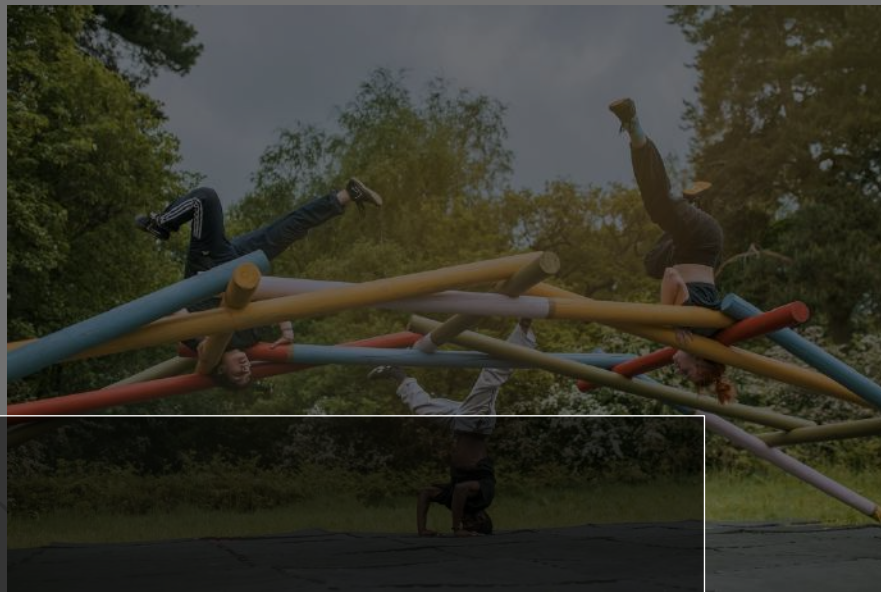
Shortlisted candidates will be contacted by **6pm Friday 26<sup>th</sup> November 2021.**

On-line or in person interviews will be held the week commencing **Monday 29<sup>th</sup> November**

References will be required upon request.







# GOOD LUCK!

WE LOOK FORWARD TO RECEIVING YOUR APPLICATION