



**HOFESH SHECHTER
COMPANY**

Somerset House
New Wing, Strand
London WC2R 1LA

Dear Applicant,

Thank you for your interest in the position of Head of Operations with Hofesh Shechter Company.

This is an exciting time to join the company; we recently announced our new Executive Producer, Colette Hansford, co-founder of the company, celebrated our tenth anniversary and continue to produce projects and touring worldwide, alongside our work with children and young people.

The Head of Operations is a key member of the Senior Management team leading the operation of the company. They support the Executive Producer with the strategic development of the business model and planning and delivery of the business plan across all programmes. The Head of Operations is also responsible for all operational activity including: HR, IT, Finance, Risk and Compliance (including ACE compliance) and the office and facilities management. Together with the Artistic Director and Executive Producer, the Head of Operations fosters a positive environment that encourages the best from all staff.

The Company

Hofesh Shechter Company is one of the world's most innovative dance companies. In 2018 we celebrated 10 years of extraordinary success and our position and reputation as an international powerhouse. Under the artistic leadership of Hofesh Shechter, we deliver exceptional, large-scale productions of world-class artistic quality to leading venues within the UK and internationally. We tour across the UK, bringing dance to audiences in arts venues and beyond. 100,000 people across the world experience our work annually (2017-18). Our themes of identity, alienation, and political upheaval, explored with the energy of a rock gig, speak to young, diverse audiences hungry for new experiences.

Our work falls into four strands: major collaborative projects with world-leading artists and organisations; national and international touring at large scale; Shechter II, our apprentice dancer programme which tours at middle scale; and participatory projects with diverse communities. We are at an early stage of thinking about new forms of contemporary dance in the digital space.

Core to our work, and championed by Hofesh, is a deeply held commitment to developing the next generation of exceptional dancers; the 2018 Shechter II mid-scale tour of *SHOW* performed to audiences of over 25,000. The recent BBC film, *Clowns* directed, choreographed and composed by Hofesh was broadcast September 2018. Hofesh was nominated for a Tony Award for his work on Broadway's *Fiddler on the Roof* and an Olivier Award for his current full-length piece, *Grand Finale* which has been seen by audiences of over 32,000 across the UK and eleven countries. *Grand Finale* will continue to tour during 2020.

Hofesh was awarded an OBE for Services to Dance in June 2018. He is an Associate Artist of Sadler's Wells and Hofesh Shechter Company is Resident Company at Brighton Dome.

Our repertoire includes: *Uprising* (2006), *In your rooms* (2007), *The Art of Not Looking Back* (2009), *Political Mother* (2010), *Political Mother: The Choreographer's Cut* (2011), *Sun* (2013), *barbarians* (2014), *Orphée et Eurydice* (2015), *Clowns* (2016), *Grand Finale* (2017), *SHOW* (2018) and *East Wall* (2018). We perform on the world's major



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stages, including Sadler's Wells and Royal Opera House in London; Sydney Opera House; Teatro alla Scala, Milan; Brooklyn Academy of Music, New York and Théâtre de la Ville, Paris.

Plans for 2019-22 include a new double bill for major international touring opening in 2020; the next iteration of our Shechter II apprentice programme in 2020, and partnerships with The Old Vic, Royal National Theatre, Manchester International Festival and the Royal Danish Theatre in Copenhagen in development.

To apply for this role, please send a CV and covering letter (no more than 2 pages) outlining your suitability making sure you respond to the job description and person specification to jobs@hofesh.co.uk to arrive no later than **12pm on Monday 13 May**.

Interviews will be held **on Tuesday 21 May** in London.

Please include contact details for two referees, one of which should be a current or recent employer.

Please also complete our equal opportunities monitoring form which can be accessed here: <http://bit.ly/2ICleTv>

We look forward to receiving your application.

Yours faithfully,



Colette Hansford
Administrative Director/Executive Producer (from July 2019)
Hofesh Shechter Company

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JOB DESCRIPTION

Reporting to:	Executive Producer
Responsible for:	Finance Manager, Executive Assistant and Administrator
Key Internal relationships:	Associate Artistic Director; Head of Development; Producers; Book-keeper, Board of Directors
Key external relationships:	Arts Council England, Charity Commission, HMRC

Day-to-day responsibilities include, but are not limited to:

Planning

- Working closely with the Executive Producer on strategic, long-term planning and scheduling across artistic and participation programmes.
- Lead on designated projects and areas of delivery for the participation programme.
- Monitor implementation of the business plan, with particular reference to financial implications associated with planning/programming decisions.
- Write and contribute to strategy documents and prepare applications and reports.
- Together with the Executive Producer and Artistic Director, lead the Company's relationship with Arts Council England.
- Support the Executive Producer and Head of Development in building effective, productive relationships with funding bodies, trusts and foundations.
- Support the Head of Development with event management, research, partnership development, reporting and evaluation of activity.

Operations and Finance

- Ensure compliance with legal obligations and requirements including: Companies Act, Insurance, Charity Commission, Disability Discrimination Act, Charity Law, Employment Law, General Data Protection Regulations, Health and Safety, etc.
- Ensure annual insurance policies are arranged in good time and fit for purpose. Manage claim procedures and documentation.
- Lead on compliance including monitoring and data collection for Arts Council England and other funders and stakeholders.
- Maintain oversight of financial processes from day-to-day book keeping through to high level strategy and forecasting.
- Maintain a broad and strategic financial overview, supporting the procurement of statutory accounts, TTR claims and project budgets.
- Support the Finance Manager with Non EU/EEA tax waiver applications, and procurement of EU/EAA double taxation treaty certificates from HMRC.
- Ensure the smooth day-to-day running of the office and facilities.



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HR

- Develop, monitor and implement HR policies, procedures and the staff handbook.
- Lead on recruitment and auditions including job descriptions, advertising, conducting and managing interviews/auditions, issuing job offers and managing induction.
- Issue permanent and freelance staff agreements and sign off project contracts, ensuring they meet accepted industry standards, legislation and the needs of the company.
- First point of contact for freelance, dancer and employee relations including welfare, statutory rights and enhanced packages. Report any concerns to the Executive Producer.
- Lead the performance review process and identify opportunities for staff development.
- Ensure compliance with Safeguarding legislation and monitor DBS checks.
- Promote and manage the Dancer Health and Well-Being programme including monitoring use, liaising with Health and Well-Being providers and arranging touring physiotherapists with the Rehearsal Assistant. Liaise with the Associate Artistic Director to develop and evaluate the scheme.
- Act as a Level 2 user of the UK Border Agency's Sponsorship Management System in relation to issuing, monitoring, reporting of tier 5 and 2 certificates. Produce sponsor related documentation as required by the UK Border Agency in relation Non-EU workers.
- Oversee and support the project team with touring visa applications, timelines and procurement of A1s.

IT and Archiving

- Lead on IT including: reviewing systems; annual maintenance and liaison with external IT consultant.
- Lead on digital archiving to include: monitoring data storage, capacity and security, ensuring information can be readily accessed and ensuring systems and protocols are used consistently.
- Identify future IT needs.

Advocacy

- Attend industry events and important Company performances, participation events and cultivation events as a representative and advocate for the Company.

Other

- At all times carry out duties and responsibilities with regard to Equal Opportunities, diversity and dignity at work in the delivery of services and the treatment of others.
- Comply with the Company's policies and practices to reduce environmental impact.
- Identify areas for personal development, and undertake training necessary to fulfil the job description.
- Carry out any other duties as may be reasonably required by the Company's management.

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PERSON SPECIFICATION

Essential

- Significant experience of working in a similar operational role within a creative organisation.
- Significant HR experience including line management.
- Significant experience in contract management, including but not limited to employee and freelance HR contracts, NDAs and project and service contracts.
- Commitment to diversity and to equal opportunities.
- Experience of working for an Arts Council England NPO and associated compliance.
- Significant experience of company financial management and reporting.
- Proven leadership skills with the ability to define and articulate strategies and processes.
- The skill, passion and empathy to foster a positive and productive working environment.
- Capability to think, write and act strategically and creatively.
- Ability to manage a broad and complex workload with multiple and varied deadlines.
- A versatile and adaptable approach to work with excellent problem solving abilities.
- The ability and willingness to learn new processes as they present themselves.
- An interest in and passion for the creative work of Hofesh Shechter and understanding of the company's place in the wider cultural sphere.
- The focus and tenacity to push through complex procedures.

Desirable

- HR qualification.
- Dance experience and knowledge.
- Experience of producing and/or management of arts projects.
- Experience of producing films.
- A second language, preferably French.



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HOURS AND PLACE OF WORK

This is a full-time, permanent contract. The post-holder will be located at our production office in London. Our office hours are Monday - Friday 10am to 6pm, with an hour for lunch, but the post-holder may be required to work weekends, evenings and travel for special events due to the nature of the organisation. No TOIL or overtime is paid.

Salary:	£38,000-£40,000
Terms:	Full-time, permanent
Holiday:	20 days plus public holidays per annum, increasing after one year's service to 25 days plus public holidays per annum
Pension:	Workplace Pension
Deadline for applications:	Monday 13 May, 12pm

References: an offer of employment is subject to satisfactory references and confirmation of right to work in the UK. References will be taken up before a job offer is made.

Hofesh Shechter Company encourages candidates from any background to apply for this post. We are committed to creating a workforce which is representative of our society to help shape what we do and how we work.