



Akādemi

**LEARNING & PARTICIPATION
PRODUCER
RECRUITMENT PACK**

Akademi

LEARNING & PARTICIPATION PRODUCER (April 2021)

Akademi is recruiting for a Learning & Participation Producer to join the company from spring 2021. The role is offered on a full-time permanent basis – however it can also be adapted (with appropriate support) for a 4 day/week role, or equivalent, so please do apply if you're interested in the role but require a little more flexibility. This pack provides you with information about the role and how to apply. Please contact us if you have any questions or would like an informal chat about the position and thank you for your interest in Akademi and this role.

About Akademi

Akademi is a dynamic and future facing organisation, dedicated to redefining the parameters of South Asian dance as an art form. Founded in 1979 by Tara Rajkumar OAM and since 2020 led by Artistic Director Subathra Subramaniam and Executive Director Kirsten Burrows, we connect South Asian dance with the wider contemporary arts sector. We engage with social, political and cultural agendas to achieve real impact. We embrace the plurality of classical, contemporary and commercial South Asian dance styles. Rooted in our local community but active across the UK, we have a global perspective with worldwide connections. Our pioneering work contributes significantly to Britain's international reputation for innovation in South Asian dance.

Akademi's mission is to inspire audiences and change lives by creating and nurturing excellence in classical, contemporary, popular and participatory South Asian dance.

Our vision is that South Asian dance is thriving at the centre of British cultural life. We want everyone, no matter their age or background, to have the opportunity to experience, learn about or participate in South Asian dance, and in doing so gain an understanding of different communities and cultures.

Our areas of work include performances, learning and participation work, artist development programmes and bespoke curation for events. This role will straddle all strands of Akademi's work, with particular emphasis on learning and participation.

2021 will see a year of organizational development as, under the new leadership, Akademi reflects on past successes and maps a way forward, continuing to build a vital, modern and relevant cultural organization that is transparent in how we collaborate and work with freelance arts professionals and our how we connect with our communities.

About Akademi's Community Engagement & Creative Learning Work

Akademi has over 40-year's history of advocacy, support and development for South Asian dance-form artists, and an exemplary reputation for taking South Asian participatory dance projects to diverse community settings.

Our current Creative Learning & Participation work includes:

Dance Well - delivering workshops and intimate performances in a range of settings from community organisations and care homes to hospital atriums and wards. <https://akademi.co.uk/learning-and-participation/dance-well>

Reach Out and Reveal - a pioneering initiative placing South Asian dance artists 'in residence' at schools for young people with Special Educational Needs, currently working in Papillon House School Tadworth, Manor School, Brent and Cambridge School, Hammersmith and Fulham. <https://akademi.co.uk/learning-and-participation/schools/reach-out-and-reveal>

Akademi's Heritage Project – working with primary schools and dance schools to collect precious oral testimonies from elderly family and community members, and use this experience to devise a choreographic response, drawing upon themes of diaspora, migration and identity. Information and podcasts at: <https://akademi.co.uk/heritage-project>

Dance Well and Reach Out and Reveal are set up and fully funded for 2021/22 and delivered by Akademi's cohort of 7 regular skilled freelance South Asian dance-form artists. The Heritage Project is about to conclude however there is scope to retain and nurture the successful partnerships built through the project and for the post holder to create new participatory projects for the future.

Future planned creative Learning & Participation projects include:

Plastics – Drastic and Fantastic: created for children 7+ this new production (in partnership with Polka Theatre) explores our relationship with plastic – covering its harmful environmental impact yet exploring what makes plastic so versatile, useful and ubiquitous. Akademi will R&D across 2021, working in collaboration with 6 primary schools (including D/deaf / hearing impaired pupils), access experts, artists, UCL scientists, technology and designers to create a unique and accessible show, utilising the rich heritage of South Asian dance incorporating gestures, contemporary choreography and Bhartanatanym, and non-linear narratives.

Dancing Brain: (already funded) this R&D project will combine hand gestures and rhythm with mind-controlled virtual robots to enable improved social interaction and coordination amongst older people and also introduce robotics to primary school pupils. By transposing/translating/transcribing a message from the mind of one participant to others through movement, The Dancing Brain will hope to encourage young students that STEM is fun, and empower older people to interact through dialogue and movement with their peers. This is a cross-disciplinary collaboration between Akademi and the Intelligent Mobility's group/lab at UCL.

Feet First: a new project in which South Asian dance forms and psychiatry work together for the wellbeing of young people. Feet First aims to test the notion that South Asian dance forms combined with the Open Dialogue approach to mental health care can achieve better outcomes for young people as they transition from CAMHS (Child and Adolescent Mental Health Services) to AMHS (Adult Mental Health Services), with a view to reducing the burden to AMHS.

About the Learning & Participation Producer Role and application process

The purpose of this post is to produce and manage the wide range of Akademi's Creative Learning & Participation offer. The Learning & Participation Producer is an integral role in the organisation, expanding from part-time to this post of 4-5 days/week as Akademi grows and develops our participatory practice. As a result, there is scope for the post holder to flourish and grow the role strategically and creatively. The post holder will be highly motivated and will be supported and encouraged to bring their creative flair, initiative and arts participation experience to the role. The post holder will be adept at maintaining robust and thorough production and delivery of multi-stranded projects with excellent relationship management.

The Learning & Participation Producer is supported by the Artistic Director, Executive Director and Administrative Manager (all full time) who are all fully invested in the creative learning work, particularly coming through (and hopefully out of) the pandemic period. Akademi is a small core team; together we nurture a successful, caring, collaborative and enjoyable non-hierarchical working environment. We work hard, believe in our work and its impact, and support and trust each other and our associate artists to get the best out of the collective team.

Akademi's creative learning and participation offer is diverse – supporting participants, staff and artists within a variety of different settings - mainstream and SEN schools, community centres, care homes and hospitals (patients, staff and visitors). We acknowledge the differing needs and experiences of our participants and whilst the role cannot expect an expert in all of these fields, we invite applicants to demonstrate interest, strategic thinking and commitment to work in the learning and participation sector and ideally some specialism or experience of producing across one or more of these settings.

Please read on for the full job description and personal spec. For specific questions about the role please email info@akademi.co.uk.

Closing date for applications: Wednesday May 19th at 5pm

Interviews will be held via Zoom on: Tuesday 25th May.

Second Interviews (if required): Wednesday 26th May - ideally held in the Belsize Park office or local outdoor coffee shop, with all due diligence to Covid safety protocols.

Start date: asap.

How to apply:

Please apply by providing your CV and also a cover letter (covering no more than 2 sides of A4) outlining your interest in the role and how you meet the person specification. Please also complete and send the confidential equal opportunities monitoring form (downloadable from <http://akademi.co.uk/vacancies/>).

Please return your application form and equal opportunities form to info@akademi.co.uk with the subject heading LEARNING & PARTICIPATION PRODUCER. All applicants will be informed of the outcome of their application.

Please note the equal opportunities form will be separated before your application is reviewed by the recruitment team. Shortlisting will be carried out based only on the information you give us so please demonstrate how your experience, knowledge and skills match the requirements of the job.

Akademi is committed to being an Equal Opportunities employer and recognises the importance and advantages of diverse workplaces and communities. Any candidate who self-identifies as D/deaf, disabled or neurodivergent, as a person of colour, and/or as genderqueer, and who meets the essential person specification, is guaranteed an interview. If you feel that this applies to you, please indicate in your application email.

Should you need this information in another format, or require reasonable adjustment, please let us know.

Akademi is funded by Arts Council England. Charity no: 1107249

Information in the form of personal data will be used to process the application for recruitment purposes. Unsuccessful applications will be destroyed after one year. The personal data on successful applicants will be needed to administer the employment and further information on how this will be used will be available during the induction period.

JOB DESCRIPTION

POSITION: Learning & Participation Producer – permanent position.

SALARY: £30,000 - £32,000 depending on experience.

REPORTS TO: Joint CEO's

HOURS & OFFICE: Full-time (40 hours per week). Normal working hours are 10am – 6pm with one hour for lunch. Soon and when safe to do so, it is anticipated that Akademi will return to office working (based at Hampstead Town Hall, Belsize Park London). Until that time, this post is offered via remote working. Akademi will always consider flexible working requests. In the event of a requirement to work occasional evenings and weekends, Akademi offers a Time Off in Lieu system.

HOLIDAY: 28 days/year including bank holidays.

PENSION: Akademi offers a workplace pension via auto-enrolment.

PROBATIONARY PERIOD: Three months.

PRINCIPLE RESPONSIBILITIES

To lead on the production, supervision and delivery of Akademi's Creative Learning & Participation offer.

Day-to-day production: -

- To ensure projects are planned and delivered to a high standard to meet artistic, learning and funding objectives in a caring and holistic manner.
- To have day to day responsibility for the co-ordination and logistical management of the programme of workshops, which address the needs of participants and meet the requirements laid down by Akademi's funding contracts.
- To liaise closely with all partners and artist practitioners to ensure the smooth running of workshops, meetings and feedback sessions.
- To adapt between the production of live workshops / creative learning events and digital / blended output and to be able to produce for digital accordingly.
- To manage practicalities, including issuing contracts, logistics and negotiation of fees (in conjunction with the Executive Director) and have initiative, care and understanding of the needs and challenges for the Freelance Artist.
- To have a clear understanding of the requirements of funding bodies, to ensure Akademi continues to maintain our relationships.
- To respond to requests from partners for one-off workshops/residencies and to produce as appropriate.
- To organise the recruitment of participants as appropriate in liaison with partner organisations.
- To develop dance & health and dance & education materials (as appropriate or with external expertise) with clearly defined content for use by practitioners.
- To be knowledgeable on safeguarding processes, liaising with the artists and settings for best practice for each different situation and regularly reviewing Akademi's policies and procedures to ensure fit for purpose.
- To contribute to the production of Akademi's publicity and promotional material be responsible for the effective marketing of Learning and Participation work including social media content.
- To manage and oversee project budgets in conjunction with the Executive Director.

Evaluation: -

- To continue and expand on/design new high-quality planning, monitoring and evaluation documentation and processes in collaboration with artists and settings.
- To deliver excellent evaluation planning with artists and settings and ensure that their evaluation documentation is collected regularly.
- To lead on appropriate evaluation reports for board, settings and funders.
- To work with clinical partners to devise clear evidence of impact on the health and well-being of participants.

Strategic: -

- To contribute to and help devise Akademi's creative learning offer for our business plan.
- To identify new project opportunities and source appropriate funding routes to underpin them.
- To cultivate existing and new relationships with creative learning settings and partners including community groups, care homes, dance companies, arts organisations, museums, libraries, NSH services, hospitals and other appropriate bodies.
- To work with external development professionals (as appropriate) on project applications and proposals.
- To advocate for Akademi's creative learning work to all stakeholders.
- To join and engage with appropriate creative learning networks, to learn from, share and identify new opportunities and partnerships.
- To represent the organisation at seminars, conferences and meetings as appropriate.

General: -

- To ensure all Akademi's policies, including Safeguarding, Data Protection, Equality & Diversity, Health & Safety and Environmental are adhered to and to verify artists are DBS checked and have received sufficient training (including safeguarding) to work with participants safely and appropriately.
- To attend staff meetings and operate as an integral part of the team across all Akademi strands.
- To assist in maintaining a high standard of presentation of the Akademi offices.
- Assist at public events and productions organised by Akademi as required.
- To promote and advocate at all levels about Akademi's Education work.
- Undertake any other duty or responsibility which may reasonably be requested by the Artistic and Executive Directors.
- Work in accordance with the intentions and requirements of the Akademi Equality and Diversity Policy.
- Work in accordance with the requirements of Akademi's Health and Safety Policy.

It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives of Akademi. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of Akademi.

PERSON SPECIFICATION

	Essential	Desirable
Experience of working in a Creative Learning & Participation context for a charity and/or the arts	✓	
Experience of project management/production and organisation	✓	
Ability to multi-task, take initiative and responsibility and problem solve	✓	
A proactive approach to work with a strong sense of initiative – a ‘can do’ attitude	✓	
Knowledge and understanding of the principles of safeguarding	✓	
Ability to work effectively as a member of a small team	✓	
Excellent written and verbal communication skills and ability to communicate with a wide range of people	✓	
Ability to maintain relationships with key individuals, including artistic team and partners to facilitate Akademi’s success	✓	
Trustworthy, reliable and able to keep matters confidential	✓	
Calm, professional and resilient with the ability to adapt to changing circumstances	✓	
Commitment to equality, inclusion and diversity principles	✓	
Experience of working in the contexts of either: arts and health/arts and the older community/arts and special educational needs.		✓
Experience of dance or theatre participatory production		✓
Knowledge of social media strategy and content creation/dissemination		✓
Knowledge of South Asian culture		✓
Knowledge of the principles of data protection		✓