

The Role of Engagement Artist

Reports to: Artistic Director & Joint CEO

Place of work: Dance house

Hours: 2 days per week (16 hours) until 31 August 2025. 3 days per week (22.5 hours) from 1st September 2025. Hours to include most Sundays from September – April.

Salary: £30,000 (per annum pro rata)

The Engagement Artist provides artistic leadership, administration and delivery of the Young Associates programme (our high-level dance training for ages 13-18).

Duties and Responsibilities

The purpose of the post is to provide administrative management and delivery of the Young Associates programme for NDCWales, including;

- Artistic Direction
- Planning
- Teaching
- Administration

Artistic Direction

- Work closely with the Artistic Director to create a programme of activity rooted in the company's overall vision and strategic plan
- Ensure a high-quality dancer development programme is delivered and accessible to a range of people
- Oversee recruitment and selection for LAUNCH, NDCWales' annual event for young dancers and host performances, and the overall curation of the event

- Oversee the creation of a new short work for the Young Associates for LAUNCH
- Act as an advocate for all NDCWales' work with young dancers and engage with networks, both within Wales and further afield, that support the development of work for young dancers
- Support the delivery of the company's current MOU with National Youth Arts Wales and Ballet Cymru

Planning

- Develop a coherent teaching and activity plan for the Young Associates that offers an inspiring journey each year for the young dancers involved
- Develop and deliver a programme that supports the Health and Wellbeing of the Young Associates including mental and physical health and nutrition.
- Liaise with the Head of Production on the technical delivery of projects, including the completion of Risk Assessments and Method Statements
- Liaise with the Marketing Manager to ensure promotional assets and information is passed on and accessible
- Liaise with the Company Manager to ensure the Company's yearly planning calendar (Google Cal) is accurate and kept up to date
- Schedule and prepare the annual audition process

Teaching

- Lead and teach the weekly Sunday sessions that take place in Cardiff
- Lead and teach, or provide strategic overview, for intensives and development workshops that take place in Cardiff and other locations across Wales

Administration

- Act as the main point of contact for the Young Associates and their guardians
- Manage all administration tasks for the Young Associates programme including schedules, contracts, reports, licensing
- Manage all administration for LAUNCH performance event. Liaising with artists, production team and other performing companies to ensure the event runs smoothly and successfully
- Working with the General Manager, ensure compliance is met, that Safeguarding documents are up to date and relevant and DBS checks undertaken as necessary
- Complete relevant Safeguard training and act as the Designated Safeguarding Officer
- Book and contract freelance creatives and chaperones as required
- Report on and manage relevant budgets
- Liaise with the Financial Services team regarding fee payments, ensuring that all payments are received in a timely manner
- Prepare all administration required for the annual audition and appointment of Young Associates
- Ensure that data capture is compliant with legislation and supports activity reporting
- Support the development and submission of funding applications that include Young Associates activity and reporting on successful bids

General duties

- Support the day-to-day operation of the Dance House
- Act as a role model for all employees in terms of professional conduct, standards and policies
- Collaborate with the Production teams as required

- Play an active part in the development, promotion and implementation of all NDCWales policies including bilingualism, anti-racism, anti-oppression, representation, access, environmental sustainability and health and safety
- All staff have responsibility to support the company's charitable objectives and support fundraising activity, including the gathering and reporting of statistics
- All staff are required to adhere to GDPR regulations regarding the management of personal data records
- Undertake other duties reasonably expected to fulfil the role

How to Apply

If you would like to talk about this opportunity in more detail before applying, please contact: recruitment@ndcwales.co.uk

If you would like to apply with audio, video or a form accessible to you, please do so covering the points below.

Please complete the Equal Opportunities Monitoring Form and send along with your CV and a covering letter (maximum 2 pages) outlining how you fulfil the person specification and the skills you can bring to the roles to: recruitment@ndcwales.co.uk

In your covering letter please explain in detail and in the order set in the job pack how you meet each category in the Essential section of the Person Specification and also set out why you would like to be considered for the role and your motivation.

In your CV, please evidence your skills and experience plus:

- Names and contact details for two employment/professional referees. (References will not be contacted until candidates are invited to a second interview)
- A statement that you have the right to work in the UK or require a work permit to do so
- Please complete the Equal Opportunities form, which is for monitoring purposes and is separate to your application

Closing date for applications 10am, 3 March 2025

[Email here to ask questions](#)

[Email us your application here](#)

[Access the Equal Opportunities Here](#)

Recruitment Pledge

We will contact every candidate, whether they are shortlisted for interview or not.

Disabled candidates who demonstrate that they meet the person specification will be invited for an interview, and we are committed to meeting access requirements; just let us know what you need.

Equality

NDCWales aims for dance to be part of everyone's life and presents its work in different formats and contexts across Wales and around the world.

We believe diversity should be fully embedded into our organisational culture and values, and we are continuing to expand the diversity of the company and its work.

To that end we are talking with and listening to people from a range of communities, to bring understanding and insight, and to identify changes we can make.

Details of the action we are taking can be found in our [Strategic Equality Plan](#).

Social Justice

Social justice, equality and fairness are at the core of everything NDCWales does.

We are committed to ensuring that everyone in Wales has equal opportunity to access dance. NDCWales will seek to ensure that no one receives less favourable treatment because of having a protected characteristic. We particularly encourage applications from people who are underrepresented in the arts sector, and from those who experience discrimination due to race, gender identity, sexual orientation, marital status, race, religion, nationality, ethnic origin, disability or age.

Data Protection

The information you provide will be used to create a shortlist for interviews and to inform our decision of who to appoint. All your details will be held securely with access limited only to those involved in the recruitment process. Your application will be kept on file for at least three months after the closing date and destroyed no later than twelve months after. Recruitment equal opportunities data is also anonymised and used internally to identify ways to improve our processes and reach the widest possible pool of candidates. Submission of your application to us indicates your consent to your data being used in this manner.