

Rob Heaslip Dance

Projects Manager / Producer (Part-Time)

Job Description for ENDLING, Part 1 of a Glimpse of Flesh and Blood

Responsibilities:

To work with, and in support of, Rob Heaslip for the efficient and effective management and delivery of **ENDLING**.

Key areas of work:

- Project and Tour day to day management
- Management of project teams
- Financial and grant support
- Fundraising

Project Management:

- Work creatively and collaboratively with the Artistic Lead to develop and deliver the project.
- Work with the Artistic Lead and Production Manager to produce project schedules to ensure that the project is deliverable within the resources available.
- Manage tour-booking under the Creative Scotland Touring Fund, and instigate further international tour-booking in collaboration with the Artistic Lead and Production Manager.
- Negotiate and manage Initial Agreements and Contracts with venues, festivals and commissioning partners.
- Work with the Artistic Lead to negotiate any rights, licences, royalties and contracts for Rob Heaslip Dance.
- Develop and deliver documentation and evaluation documents for the project.
- Work with the Artistic Lead to negotiate and secure the engagement of all freelance artists, production staff and members of the creative teams for the project. Contract all project freelance artists and production teams, and manage the logistics of their engagement including travel and accommodation.
- Work with the Artistic Lead and Production Manager to ensure appropriate inductions, maintenance of personnel records for all company members and ensuring policies and procedures are adhered to ensure consistent and fair treatment of all staff.

Financial Management:

- Work with the Artistic Lead to manage the Touring Fund project budget – including invoicing, bank payments, managing petty cash and expenses, maintaining the budget reporting system, monitoring, reconciling project budgets against spend.
- Work in consultation with the Artistic Lead to create and monitor project cashflow.
- Support the Artistic Lead in providing regular, comprehensive and accurate financial reports and ensuring timely reporting, and compliance with any conditions, of all grants, donations or other funding received to funders as required.
- Assist the Artistic Lead in any grant and/or fundraising applications.

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Administration:

- Be responsible for the day-to-day project management and ensure effective administration systems are in place.
- Ensure suitable insurance is in place for the project.
- Work with the Project Lead and Production Manager to create and implement any relevant policies for the project – including health and safety and project risk assessments.

Marketing & PR:

- Work with the Marketing Manager to contribute to and support the project Marketing and Audience Strategy and plan.
- Updating the project website as required.
- Create a promoters pack for the project and contribute to the marketing pack.
- Be an ambassador and champion for the project at all times.