

Post: Engagement Artist and Co-ordinator
Salary: £28,000pa pro-rata (£22,400 actual)
Hours: 4 days per week (32 hours)
Responsible to: Education & Project Manager

Job Role:

The Engagement Artist and Co-ordinator is responsible for delivering a range of workshops and projects in learning and community settings, working with a diverse range of people of all ages. They are also responsible for administering their projects and supporting the busy learning and participation programme.

Job Purpose:

To support the Education & Project Manager (EP&M) and creative team to deliver a varied programme of learning and participation (L&P) dance theatre projects/programmes at our studios in Newcastle, across the North East and across the Company's touring circuit,

To assist with the administration of these projects/programmes.

They will have a hands-on approach and be confident managing a broad range of responsibilities.

This is an exciting time for the company, having recently celebrated our 30year anniversary and moved into new premises in the West End of Newcastle. balletLORENT is a National Portfolio Organisation and a National Strategic Partner of Sadler's Wells.

In 2025/26 we will produce a new mid-scale work and premiere it in October. We will then tour in Spring 27. Our busy L&P programme includes our Youth Academy, weekly classes in our studio as well as projects and residencies in schools and community settings.

Terms:

Job Title: Engagement Artist and Co-ordinator

Rates of Pay: £28,000pa pro-rata (£22,400 actual). Paid monthly.

Hours: 4 days per week (32 hours)

Term: It is a permanent role

Responsible to: Education & Project Manager

Location: John Marley Centre, Muscott Grove, Newcastle, NE15 6TT

Holiday: 25 days plus 8 Bank Holidays pro-rata (20 days holiday plus 6.4 Bank Holidays actual)

Benefits: NEST Pension, Relevant CPD training expenses

Probation Period: 8 weeks

Notice period after probation period: 4 weeks

Overtime: balletLORENT is not able to offer paid overtime, but during very busy periods, *Time Off in Lieu* may be given.

Hours of Work:

balletLORENT operates on an 8-hour day with a 1-hour lunch break. This position is based on 4 days per week. Normal working hours are 9.30-5.30pm, but the working day is flexible in terms of start and finish times which will be determined by your schedule of work, and with flexibility to accommodate personal circumstances and work situations.

Some evening and weekend work will be required.

Overtime is not paid for additional hours. Instead, Time of in Lieu (TOIL) will be given.

Key Responsibilities

Learning and Participation

- Work with the Artistic Director & Creative Associates to develop work that complements balletLORENT's artistic movement and aesthetic, introducing a large number of people of various ages and abilities to our work through dance and creative activity.
- Deliver a varied programme of dance classes and creative workshops at our studio, including the balletLORENT Youth Academy, and in learning and community settings.
- Learn content from the artistic programme to support delivery of L&P projects/programmes.
- Support the E&PM to cultivate new relationships with networks, community influencers, schools and higher education to engage with all age groups to raise awareness of balletLORENT's creative offer and achieve bookings.
- Help devise and create resources to complement the L&P programme.
- Keep up to date with national and local policy for children, young people, older adults, and the arts.

Health & Wellbeing

- Maintain your own personal fitness, technical levels to maintain a high standard of excellence throughout your job role.
- Ensure all health and safety regulations are adhered to within the rehearsal space: temperature; clean and clear of obstruction; access to water and facilities, etc.
- Join company class when scheduling allows.

Administration

- Administrate the L&P projects/programmes for communication, planning, reporting and evaluation purposes.
- Facilitate appropriate feedback and evaluation systems, collecting and recording relevant statistical information for L&P activity for the purpose of internal evaluation, fundraising, reporting and future planning.
- Work within current legislation to support balletLORENT's work with children and young people and adults, including data protection, rights clearances, film/photo consents, and obtaining child performance licenses and permissions.
- Liaise with the General Manager to book travel, accommodation and per diems associated with L&P activity if, and when required.

General

- Take on other duties relevant to the post, as required by the E&PM and Artistic Director and achievable during contracted hours.
- Carry out duties of this post in accordance with balletLORENT's policies including Equality & Diversity, Safeguarding Children and Vulnerable Adults, Environmental and Health and Safety.
- Act as an ambassador for the company during public facing events and communications and take part in press interviews and pre and post-show discussions when requested.

Person Specification

Essential Skills

- A high level of dance training
- Experience of teaching and the ability to plan and deliver dance classes/workshops for a range of ages and abilities
- Ability to take ownership of assigned projects
- Excellent organisational skills with logical and methodical approach to planning and preparation
- Excellent communication skills and ability to work well with a team
- Excellent time keeping
- Good written skills
- Good IT skills, and experience working with Microsoft Office
- Ability to work calmly under pressure, self-motivated and excellent use of initiative
- Understanding and implementation of safeguarding when working with children and vulnerable adults
- Ability to work flexible hours, which may include some evening and weekend working.

Desirable Skills

- Experience in arts coordination and administration
- Experience in delivering work with both neurotypical and neurodivergent people
- Experience of creating risk assessments

How to apply - please respond by: **Wednesday 5th November 2025, 12pm**

Email recruitment@balletlorent.com

- Personal Statement (no more than 2 sides of A4) outlining your skills, experience and knowledge and how you would deliver the role with attention to the outlined duties, responsibilities and personal specifications. We can also accept a video or audio recording up to 3 minutes in length.
- Current CV
- Complete an Equal Opportunities Monitoring Form, which you can find on the balletLORENT website News page

Timeline:

Shortlisted Candidates will be contacted by **Friday 14th November 2025**

Interviews will take place in person on **Monday 24th or Tuesday 25th November 2025**

Please note interview will also require an admin task and a short practical teaching session, which will be observed.

Interviews will take place at: John Marley Centre, Muscott Grove, Newcastle upon Tyne, NE15 6TT

If you require this document in an alternative format, such as large print or a coloured background, or if you require assistance with your application, please contact

james@balletlorent.com

If you would like a confidential, informal conversation before applying, please contact:

james@balletlorent.com

This post is subject to screening. The successful candidate will be required to pass enhanced DBS checks to work with children and vulnerable adults before appointment.

An offer of employment would be subject to receipt of two satisfactory references, and proof of eligibility to work in the UK.

The successful candidate will be expected to undertake safeguarding, basic first aid, neurodiversity, and other relevant training, provided by balletLORENT.

As part of our commitment to equality and diversity all disabled applicants who meet the full job description and personal specification are guaranteed an interview. If you have any access needs for interview, please email in advance.

balletLORENT is proud to be a Parents and Carers in Performing Arts Charter Partner. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, for example through job shares or flexible working arrangement.

We will never share your data with a third party, unless required to do so by law.

Information provided on your application and equal opportunities form is stored securely, digitally. Any hard copies will only be accessible by a small number of necessary staff and Board members.