

SOUTH EAST
FILMS
DANCE



Recruitment Pack

The Dance Space -
Building Handover Manager

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We are seeking someone with experience in planning and preparing for the opening of a new building who can work with us on an ad-hoc freelance basis from January 2021 for approximately five months to prepare for the safe and compliant opening of The Dance Space.

We actively encourage applications from all sections of the community, especially those which are under-represented in the dance and theatre workforce.



About The Dance Space

The Dance Space (TDS) will be the South East's new home for dance in the heart of Brighton & Hove. The Dance Space lies at the heart of South East Dance's mission to support the development of bold and progressive new work.

It will be a space for professional dance artists and companies to explore, develop and create new performance work and, with onsite occasional accommodation, it enhances our ability to offer immersive residency opportunities for artists. It will also be a place for local residents, the communities of Turner and Queens Park, with whom we have been working for the last three years on The Welcome Project, and people from across the whole of Brighton & Hove and the wider region to explore and create dance on their own terms. As well as a place to dance, it will be somewhere to meet and work, with an entire floor of rentable office space, as well as two meeting rooms on the first floor. Wherever possible, we have designed The Dance Space with accessibility at the forefront of our minds and we are committed to ensuring the building will be a safe and inclusive space for everyone. The building is designed to BREEAM excellent environmental standards and environmental sustainability will be central to the way we occupy and manage the building.

The facilities include:

The Aldridge Community Space, with large glass doors opening directly onto a public square, will host a diverse programme of year-round activities and events. People of all ages and abilities will use this space to explore dance in its various forms and to rehearse, create, socialise and get fit.

The Research Space is for artists to take risks and try out new ideas. This space has no rules: artists will be completely free to use it how they wish. Many of the ideas tested here may go no further than its four walls – but there will be that unexpected frisson of excitement when a brilliant new work starts to take shape.

The Creation Space is a large fully equipped studio where dance artists and choreographers will be able to make, produce and share new work and test it publicly. Retractable seating enables it to readily convert into an intimate 123-seat performance space which will be able to host shows by professional artists and local communities.

The first floor is allocated to rentable office space, the revenue from which will support South East Dance's core operating costs, thus enhancing our long-term sustainability.

Also on the first floor are two meeting rooms one of which will be able to accommodate up to six people, whilst the Boardroom will be suitable for larger meetings of up to 16 people. All of our meeting rooms will be bright, contemporary spaces filled with natural light and will have wheelchair access from street level.

The Artist Pods will provide occasional living/sleeping accommodation for up to six artists, enabling them to immerse themselves fully in creating new work, to engage with local groups, to share learning and ideas; and to benefit from The Dance Space's resources at any time of day or night.



Building Handover Manager

About the role

The Building Handover Manager will work closely with the SED team and Capital Project Manager to facilitate handover arrangements and to prepare the building, physically and operationally for occupation and opening in the summer of 2021. This will include assisting in the development of clear operational procedures and protocols with careful consideration of Covid-safe operation.

When we receive TDS at practical completion it will be extensively fitted out. The studios will include sprung dance floors and mirrors, bathrooms and kitchenettes will be fully fitted, the main services will be installed as will lighting, CCTV and access control systems. The building will be fully decorated throughout with certain essential items of equipment such as blackout blinds installed.

South East Dance is responsible for the specialist theatre technical fit-out and the furnishing of offices, meeting rooms, common areas and artists' accommodation, as well as the connection of certain services such as broadband and installation of IT systems.

The specialist sound and lighting fit-out is being carried out by Stage Electrics. Stage Electrics is also the principal contractor for the fit-out and will manage and oversee the installation of the retractable seating designed and fitted by Audience Systems. Principal Designer, South Downs Safety is responsible for health and safety on site during the fit-out. Depending on finalisation of the practical completion date, the specialist technical fit-out will take place between May and July 2020.

The Building Handover Manager role will include the following non-exhaustive activities:

1. Handover and fit-out

- With Capital Project Manager and other members of SED team, to organise handover requirements such as utilities accounts and data/broadband provision to the building
- In consultation with SED team, procure furnishing and fittings for the common areas, offices, meeting rooms and artists accommodation with recycling/upcycling/value for money in mind
- Ensure safe storage of FFE items as required
- Scope and procure the installation of building signage (internal and external), taking into account Health & Safety, Fire evacuation and access
- Scope and procure Covid-proofing equipment and accessories

2. Operational protocols

- Work with the SED team to understand and plan for people movements within the building and use of facilities
- Work with the SED team to establish operational protocols and capacities with generic and Covid-compliant H&S guidelines for building in-use activities
- Establish Fire Risk assessment for building in-use
- Develop cleaning plans, taking Covid-proofing into consideration and research and competitively procure a cleaning contractor for the building
- With the Capital Project Manager support handover from contractor/developer including O&M manual review and agreement
- Provide training to the SED team on operational protocols as required
- Support preparation for the SED team's move into the building

3. General

- Perform other duties in relation to building preparation as may be reasonably required
- Perform the role in accordance with all SED's policies and procedures

Person specification

Essential experience

- Experience of working to tight deadlines and with multiple people and partners
- Demonstrable experience of building management and operation
- Knowledge of public building Health & Safety and Fire requirements
- Experience of preparing risk assessments and operational manuals
- Experience of identifying in-house training needs and carrying out training
- Experience of co-ordinating installation/set-up of essential services

Essential skills:

- Excellent communication skills
- A good approach to team working
- Flexibility
- Ability to meet deadlines
- Strong organisational skills
- Patience and persistence

Desirable:

- Previous of experience of preparing a public-facing building for opening
- Experience of working in an arts building

Terms and Conditions

The contract is offered on a freelance basis and the successful candidate will be responsible for their own tax and national insurance.

It is anticipated that approximately two days per week will be required to fulfil the role, to be worked flexibly depending on needs. A fee of £200 per day is offered.

The contract will commence in January 2021 and run for approximately five months.

How to apply

Please submit a CV and a covering letter (maximum two sides of A4) summarising your relevant experience and explaining how you would approach the role. You may submit the content of your covering letter via a video recording (maximum duration of eight minutes) if you prefer.

Please send your CV and covering letter or video recording to jobs@southeastdance.org.uk

You must also complete South East Dance's Equal Opportunities Monitoring form via [this link](#).

The deadline for applications is Friday 11 December at 12 noon. Interviews will take place on Thursday 17 December/Friday 18 December. It is anticipated that these will take place remotely via Zoom, unless social distancing regulations determine otherwise.