

A man with a beard, wearing a green long-sleeved sweatshirt and olive green trousers, stands with his arms raised high in the air, looking upwards. He is in a room with a dark, chalk-covered wall. To his left is a simple wooden chair. The floor is covered with papers, crumpled paper, and other debris. The lighting is dramatic, highlighting the man against the dark background.

**vincent
dance
theatre**

**HEAD OF OPERATIONS
AND BUSINESS
DEVELOPMENT**

**JOB PACK
December 2025**

Photo: Artistic Associate Robert Clark in VDT's *In Loco Parentis* (2020)

ABOUT VINCENT DANCE THEATRE

Vincent Dance Theatre produces the work of Artistic Director and Choreographer **Dr Charlotte Vincent** on stage, on film and online, moving people to think differently about issues of our time. VDT brings professionals and non-professionals together to create **productions** and **special projects** that are widely distributed and applied in arts and non-arts settings. VDT's work is inclusive, collaborative and trauma-informed, integrated with robust safeguarding at every stage of our creative process. **Participation** and **Professional Development** is central to everything we do.

HEAD OF OPERATIONS AND BUSINESS DEVELOPMENT

Hours: 3-4 days per week (negotiable)

Salary: £42,000- 45,000 per annum full time equivalent (depending on experience)

Contract: Permanent

Start Date: March - April 2026

Reports to: Chief Executive / Artistic Director

Location: VDT Office, Community Base (Central Brighton), VDT Engagement Space, Moulsecoomb Place (East Brighton) and flexible working.

The Head of Operations and Business Development leads on the efficient management and good governance of the company whilst driving growth and expanding income streams.

The post-holder will develop and implement the company's new Commercial Strategy to deliver measurable impact, directly supporting the Chief Executive / Artistic Director and working alongside our freelance Strategic Associate.

This role is ideal for someone with strong experience in partnership building, negotiating contracts, lead generation and project development. The role works collaboratively across the small staff team to deliver VDT's Business Plan, Funding Agreement, Mission and Values.

JOB DESCRIPTION

Operational / Company Management

- Maintain a detailed schedule and overview of all company activity, plans and operations.
- Lead, support and maintain an overview of the management, scheduling and detailed company planning processes to ensure the effective running of the organisation and its activity and to track and report progress against set goals.
- With CE / AD and SA develop the Business Plan and drive the delivery of the programme of activity with staff and freelance team.
- Act as the main point of contact for all employees, service providers, and freelancers.
- Manage and sign off all contracts for freelancers, consultants and service providers and all Letters of Agreements for venues/spaces, partners, creatives, production managers and freelancers (supported by the Administrator).

Business Development

- Develop and execute the implementation of the company's Commercial Strategy, working closely with the Strategy Associate to support company growth, meeting income targets, as set out in the Business Plan.

- Identify and develop new partnerships and business opportunities to grow our customer base, generate leads and expand the network for the selling and distribution of VDT's work (including new E-learning opportunities, HEI offers, live events and productions, CPD training days and facilitated screenings).
- Maintain and develop existing partnerships to drive and expand future business (in social enterprise / arts / academic areas) to deliver income targets, as set out in the Business Plan.
- Manage the development of and ensure appropriate marketing of our online resources (Practices films, Production archive), developing an E-learning programme in collaboration with the Strategic Associate, AD/CE and Archive Project Co-ordinator.
- With the Strategic Associate and Finance Director lead on servicing VDT's National Portfolio Funding agreement with Arts Council England.
- Ensure existing relationships with funders (including our main funding body Arts Council England) are successfully maintained, developed and stewarded.

Marketing & Evaluation

- Manage and ensure delivery of the Marketing Strategy in collaboration with our marketing agency / freelancer to promote our work.
- Ensure efficient internal systems to ensure public-facing materials (website and, social media) are up to date with company activity, with the Administrator, web development agency ([HdK](#)) and marketing agency/freelancer.
- Manage data to ensure projects are evaluated and that learning is applied across company activity (working with the Administrator).

Governance, Finance & Legal

- Service the Board of Directors by preparing/writing Board papers, attending Board Meetings, AGM, Sub-Committee meetings and Away Days.
- Act as Company Secretary and work with the FOD to ensure compliance with company and charitable legislation (Charity Commission, Companies House, HMRC, and UKBA).
- Manage and work in line with agreed company budgets and project sub-budgets, forecasting and updating the Finance Director on a regular basis.
- Act as VDT's Health and Safety Officer and Safeguarding Deputy (training will be offered).
- Maintain a current working knowledge of operational systems and statutory requirements (e.g., insurances, GDPR, licenses) to advise the company and the Board.
- Update all Company Policies and Processes in line with legal requirements and best practice.

Staff Management & HR

- Manage staff, freelance, and Trainee recruitment and induction.
- Line manage VDT's Administrator
- Ensure HR procedures are followed by relevant line managers, including 1:1s, appraisals and training and co-ordinating staff away days.

Plus any other duties as reasonably requested by Chief Executive/Artistic Director, Finance Director or Strategic Associate.

PERSON SPECIFICATION

Essential Experience & Skills

- Demonstrable experience in a senior management/leadership, producing or operations role, preferably within the arts, culture, social enterprise or non-profit sectors.
- Exceptional organisational, communication, interpersonal and management skills
- Strong negotiation and relationship-building abilities.
- Experience with lead generation/growing and successfully managing a customer/partner base.
- Proven experience in leading the implementation of a commercial or business strategy, including Customer Relations Management systems.
- Strong financial acumen, including experience of working in line with agreed company budgets.
- Experience in managing the delivery of a marketing strategy.
- Excellent working knowledge of Governance and HR best practice, including updating Policies.
- Proven ability to service a Board of Directors, including preparing papers and minuting meetings.
- Familiarity with statutory requirements such as GDPR, insurances, and company legislation.

Desirable Experience & Skills

- Familiarity with the UK dance or theatre sector.
- Experience of managing staff and freelance team.

Working Relationships

- Reports directly to the Chief Executive / AD.
- Works closely with Finance Director, Strategic Associate, Administrator, Web Development Agency and Marketing agency / freelancer (to be appointed), other staff, / freelancers (currently Participation Producer and Archive Project Coordinator) to ensure integrated delivery.
- Liaises with the Board of Trustees, funders, and partners as required.

Support and Supervision

The post-holder will receive ongoing support and regular supervision to ensure successful delivery of all responsibilities.

Inclusivity Statement

VDT is committed to building an inclusive workplace and recruiting a workforce that is as diverse as the communities, partners and individuals we work with. If there are any adjustments that would help support you in your application, please do let us know when you apply. Disabled, D/deaf and/or neurodivergent people and those from Black, Asian and Ethnically Diverse backgrounds are underrepresented in our workforce, so we particularly encourage applications from people in these groups.

Conditions

This is a permanent, **part-time** PAYE Contract. (FTE working hours are 37.5 hours per week, pro rata for this part time role). Usual office hours are between 9am – 5pm but it may sometimes be necessary to work outside of these hours.

Holiday entitlement is 25 days a year plus Bank Holidays (pro-rata for this part time role), No overtime is available but on occasion time off in lieu (TOIL) will be applied.



Photo: Andrea Catania, Patrycja Kuwjaska, Aurora Lubos in VDT's *Motherland* (2012)

HOW TO APPLY

Send your **CV and a short covering statement** (maximum two pages) outlining your relevant experience and motivation and a **completed equal opportunities form** to admin@vincentdt.com

For an informal, confidential conversation about the role, please contact Dr Charlotte Vincent CE / AD charlotte@vincentdt.com.

VDT is an equal opportunities employer. You can read our company's Code of Conduct [here](#).

Closing date for applications: Midday Tuesday 6 January 2026

Interview Date: Thursday 15 January 2026 (possible second interview 23 January 2026).

Please contact VDT's Administrator Gemma@vincentdt.com / 01273 911616 if you require further assistance with your application, need the application pack in a different format or have any questions.

To find out more about Vincent Dance Theatre, please visit our website:

www.vincentdt.com



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Supported using public funding by
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