



BOP is seeking to engage a Development Officer

About BOP:

BOP the company - strives to provide an essential platform that facilitates the true practice and realisation of the jazz expression and artistic delivery within a diverse and inclusive jazz company, that drives the UK Jazz theatre narrative forward into the 21st century.

The vision and mission of **BOP** is to **Enlighten, Educate and Entertain** through the pure essence and expression of the **Jazz Art Form**.

Body of People aka **BOP** the UK's **Premier Jazz Theatre Company**, is a unique Contemporary Jazz Theatre Company founded in 1996 by, award winning international choreographer, director, performer and educator **Dollie Henry MBE**. In 1999, Dollie joined forces with jazz trumpeter, music producer, composer and music director **Paul Jenkins**. Together, they have created a unique Theatre Production Company rooted in the expression of the Jazz Art Form and creative traditions.

BOP is dedicated to the ongoing legacy, artistic development and creative practice of the Jazz Theatre Art Form. Realised through exciting and innovative jazz theatre performances and educational delivery, that shares the historical context and lineage of the jazz idiom. Alongside professional mentoring and artistic development programs for the UK and international Jazz Dance, Music and Theatre Community. For further information about the company visit the BOP website: www.bop.org.uk

Development Officer Job Description

Do you have an enthusiasm and energy to work in the idiom of Jazz Arts, Dance, Music, Theatre and Education!

The BOP directors are looking for a **Development Officer** to join the BOP team.

This is a new role, to support the company as they embark on increasing the drive and growth of BOP's organisational structure and engagement with educational and creative organisations.

The role of the Development Officer will include, Investigating new funding streams. Outreach potential to engage further with young people, students and professional dance theatre communities within the UK and internationally.

The position will require working hand-in-hand with the BOP Directors, transforming artistic visions into actionable plans. Whilst being an independent thinker who thrives in a collaborative environment and is eager to take on the unique challenges of a growing the profile and impact of a jazz dance theatre company.

This part-time role is perfect for a freelancer, who can bring a focus and energy to the BOP creative space and who has exceptional organisational skills, all while maintaining a keen eye for detail and a passion for dance theatre and Jazz Arts.

Timescale and Financial Details:

This is a **Freelance** Position (*Remote/Hybrid*)

This is a **Fixed position for:** one-day a week over 5 months.

Starting Date: April – September 2024 (*Start date to be discussed and confirmed by all parties*)

Fee offered: £220 a day.

The value of equal opportunities runs through the heart of BOP. Our diverse team and their range of experiences are vital. We actively seek and encourage people with different backgrounds to join us.

Principle responsibilities of The Development Officer:

- To facilitate and help build the company's Business Planning.
- To facilitate and project the company's Theory of Change.
- To create an Impact Report, investigating the visibility of BOP in the jazz and wider dance ecology.
- To take the lead in ensuring our impact reporting is in line with our mission and vision.
- To conduct research and implement potential funding streams for the company.
- To collect information for reporting purposes and support in reporting to funders.
- To liaise with the AD's to ensure the company are up to date on the Activity Tracker.

Other Duties will include:

- Attending meetings with the BOP Directors/Senior Management Team.
- Lead on the plan for engaging with new Corporate Partners.
- Extend the company's educational outreach and potential to build partnerships with the educational institutions, schools and performing arts sector.
- Create proposal templates and cases to support all key projects.
- Research potential individual supporters and assist the BOP team in delivering the strategy for recruiting them.

Essential Skills of individual

- Interest in or good knowledge of the dance theatre and performing arts sectors.
- Experience or good knowledge of working within the Education sector.
- Experience in fundraising or similar (small-medium scale)
- Excellent IT, administration and organisation skills
- Experience of writing funding applications and producing funding reports.
- Self-motivated with the ability to handle a range of projects.

- A natural collaborator, adaptable and comfortable fitting into a close-knit company
- Good time management skills, and able to work under pressure and meet deadlines.
- Confident, Resilient and robust with a professional manner.

DATA PROTECTION ACT, 1998

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

Shortlisting:

- Shortlisting will take place as soon as possible after the closing date.
- We will be unable to give specific feedback on why applications have not been shortlisted.
- All offers of employment with BOP Productions Ltd, are made subject to receipt of satisfactory references.
- Additionally, under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK.
- All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

How to Apply:

Please attach your most recent CV alongside:

1. A personal written statement (*500 words max*)
or
2. Short video (*5 minutes max*)

Please note: The Monitoring Form and all details pertaining to the engagement of Development Officer are available from the BOP website: <https://www.bop.org.uk/bopjobs>

Send your application to: Artistic Directors: Dollie Henry MBE & Paul Jenkins

Email: bopjazzuk@gmail.com

Deadline for applications: Friday 27th March 2024 by 11.30pm