

WAYNE McGREGOR

Artistic Coordinator

Job Profile, November 2026

Artistic Coordinator

Role Overview

Studio Wayne McGregor's Artistic Department is responsible for the planning and delivery of Company Wayne McGregor (CWM) Touring, a robust Learning & Engagement programme and an array of bepsoke artistic projects.

About us

We are creative, curious and ambitious with equality, sharing, diversity, generosity and collaboration at our centre. We aspire to be a place where a diverse mix of talented people want to come and do their best work. We strive to build an inclusive culture that encourages, supports, and celebrates the individual voices of our team and reflects the communities we work with. We welcome applicants from underrepresented groups—if this is a transition to a more senior role, we will support you / if you do not have directly relevant experience but think this role might be a good fit for your skills, we will support you.

Reporting & Management

Job Title:	Artistic Coordinator
Main Objectives:	The Artistic Coordinator supports and underpins the delivery of all artistic activity, promoting and maintaining an organisational culture which values the highest standards of performance and delivery
Responsible To:	Artistic Producer
Key Working Relationships:	Associate Director, Technical Director, Marketing & Development Coordinator, Hires Manager, Studio Coordinator, Company Wayne McGregor Dancers and Technicians, Presenting Partners
Key Duties:	To provide administrative support, enabling the smooth delivery of all artistic projects

KEY RESPONSIBILITIES

Touring & Projects

- Support the smooth delivery of all touring activity.
- Manage the company inbox, acting as a key point of contact for all CWM dancers, collaborators and technicians.
- Support touring logistics including travel, accommodation, per diems and other arrangements, working closely with the Artistic Producer, Associate Director and Technical Director.
- Draft and distribute rehearsal and tour schedules with input from the Artistic Producer, Associate Director and Technical Director.
- Draft and distribute travel itineraries for company members for all tours and other travel activity.

- With the Artistic Producer & Executive Operational Director, support, process and coordinate visa applications for international touring projects in a timely manner.
- Obtain and distribute documents required for international tours, including Certificates of Residence, A1s, tax waivers and other company documents required by international presenters.
- Maintain and update touring documents, including up to date profiles for staff, dancers and technicians.
- Assist the Associate Director with ticketing and publicising Open Company classes, Labs and workshops.
- Assist with the organisation of Company auditions, including administrating applications, in liaison with the Associate Director.
- In collaboration with the Marketing Coordinator coordinate the marketing requirements for touring and projects activity.
- Collect data from tours such as final audience figures and archive historical tour information.

Learning & Engagement

- Support the Artistic Producer and Associate Director with the smooth management and delivery of the engagement programme.
- Own the engagement season planner, keeping an accurate record of project statuses and enquiries.
- Administrate fortnightly Engagement meetings providing updates on projects and directing enquiries to the engagement team as required.
- Support engagement logistics including travel, accommodation, per diems & visa requirements.
- Help to ensure safeguarding procedures are upheld in line with SWM's Safeguarding policy and that DBS's are in place for all staff working on projects.
- Support the Associate Director and Artistic Producer with Engagement Budgets (tracking and reconciliation).
- Act as the primary contact on specific engagement projects as directed by the Artistic Producer.
- In collaboration with the Marketing Coordinator coordinate the marketing requirements for SWM's engagement activity.
- Collect data from engagement projects including final participant numbers.

General Artistic Delivery & Support

- Track artistic activity and coordinate the collection of statistics on audiences, learning & engagement participants, digital distribution, countries visited, and any other relevant data information collection to contribute to the Arts Council annual survey and funding applications.
- Keep an overview of all artistic activity, to share with other team members as appropriate.
- Oversee travel arrangements across artistic activity, including standardising procedures.
- Coordinating and arranging tickets for performances, working with the delivery team to understand the individual arrangements for different performance runs.
- Send updates in the appropriate format to the Marketing & Development Coordinator for the Studio Wayne McGregor website.

Finance:

- Assist with project budgets by tracking expenditures, coding payments, processing invoices and issuing sales invoice requests to the finance team.

- Administrate CWM payments, including dancer, technician and class teacher fees, per diems and expenses
- As needed, support the reconciliation of budgets and accounting software to ensure accurate records

Elements of the post may change and develop, though the general character of the job and level of duties and responsibilities will remain. This information will be periodically reviewed, revised, and updated in consultation with the post holder to reflect appropriate changes.



TERMS

Hours: 5 days per week 10am – 6pm across Monday to Friday, but evening and weekend work may occasionally be required. SWM operates a Time Off In Lieu (TOIL) system.

We would be open to a discussion and requests for alternative, part-time hours and work patterns. Please do state in your application if this would be something you would like us to consider for you.

Office Base
Studio Wayne McGregor
Broadcast Centre, Here East
10 East Bay Lane
Queen Elizabeth Olympic Park
London, E15 2GW

Salary: £27,000 per annum.

Holidays: 25 days plus 8 days bank holidays, pro rata per annum.

Benefits

- Flexible working and a company culture that promotes good work/life balance.
- Training budget for every member of staff
- Access to stage rehearsals of CWM and Wayne McGregor works.
- Access to events hosted by Here East.
- Discretionary additional time off around Christmas.
- Staff social events
- SWM offers a designated stakeholder pension scheme.

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HOW TO APPLY

Closing date: **Midnight 13 December 2026**

Send a CV and Cover Letter (no more than 2 pages) and email to recruitment@waynemcgregor.com

We want you to complete your application in a way that is comfortable for you. If you would like to complete your application via audio or video, answering the questions in the application form, please email this to recruitment@waynemcgregor.com

Interviews: Week commencing 4 January, in person at the Studio (or via Zoom where necessary).





STUDIO WAYNE McGREGOR

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor CBE, and the home of his life-long choreographic enquiry into thinking through and with the body. It describes the dynamic team of individuals and resources that support his vision, and comprises dance artists, writers, composers, filmmakers, visual artists, scientists, designers, architects, stage technicians, software engineers, administrators and producers who form his collaborative network.

Our inspiring arts space, based at Here East in the Queen Elizabeth Park, is part of a new technological and creative community re-imagining the cultural landscape of east London. It comprises of three extraordinary studio spaces and hosts all of McGregor's creative work and collaborations, as well as artist development and creative learning programmes.

The people that comprise Studio Wayne McGregor are creative, curious and ambitious, with collaboration, inclusion, diversity, sharing and generosity at our centre. We aspire to be a place where diverse and talented people want to come and do their best work, and we strive to build an inclusive culture that celebrates the individual voices of our team and reflects the communities we work with.

VALUES

We value **people**: as colleagues, collaborators, creatives and individuals.

We value **diversity**: in our teams, in our communities, in our artistic collaborations and in our creative vision.

We value **dynamism**: in our approach and in the pursuit of our creative ambition.

We value **change**: in the way in which we learn and grow, and the way in which we catalyse and build.

We value **innovation**: in our artistic vision, in our creative work, and in our working practices.

