Prime Acrobatics

Job Description: Performance Coordinator

Job Title:	Performance Coordinator
Location:	The role involves time spent at Prime Acrobatics centres in Woking and Camberley
Reporting to:	Operations Executive and Gym Manager
Hours:	Full time, 40 hours per week to include some evenings, weekends and bank holidays, based on the needs of the company. General work pattern will be four weekdays plus one day at the weekend. There will be a degree of flexibility within weekly hours to enable attendance at external performance events.

Overall Aims of the Role:

- To take overall responsibility for all aspects of our performance programme, the coaching staff who deliver it and to manage each pathway we currently have, as well as other strands we might add in the future.
- Design a calendar of events and a training programme with the coaching team to continually raise our standards of performance.
- To strategically plan for individuals' long-term development, help them reach their full potential and support development towards career opportunities within sport, entertainment, and performance-related fields.
- To support our Gym Manager in maintaining the success of our full class programmes.

Main Duties and Responsibilities:

Performance Coordination

- To create the training programme for our performance groups and be an active member of the coaching team within sessions.
- To lead the coaching of performance groups and classes to support those

wishing to perform in front of audiences and audition for work in the entertainment industry.

- To work closely with the office staff and Company Experience Executive to coordinate the movement of participants in and out of the Prime Acrobatics performance groups.
- To ensure all performance individuals have the necessary and correct British Gymnastics membership.
- To ensure all training groups are always running at full capacity and replenish with new participants where necessary.
- To help build a talent identification programme and provide individuals new opportunities to develop their talents.
- To have a physical presence throughout our preschool and after-school classes and continually asses participants' ability within classes.
- Develop a monitoring platform for potential talent throughout our centres.
- To build communication with other local gymnastics clubs to seek fresh talent and provide their members new opportunities when they retire from competitive gymnastics.
- To liaise closely with and engage the coaches in the training of our performance groups, including mentoring them.
- To build continuity of coaching techniques and philosophy around those working with the performance groups.
- To manage the attendance, discipline and commitment to events from those in our performance groups.
- To ensure communication is built with parents about the acrobatic progress and well-being of those in performance groups.
- To propose, plan and run annual competitions and events.
- To complete the necessary financial budgeting for events to be agreed.
- To ensure all events are listed in detail in the company calendar and clear communication is built amongst the staff.
- To work closely with casting departments, agencies, stunt coordinators and production companies, to provide individuals with work experience and new career opportunities.
- To actively work to mitigate training risks, ensuring sessions are well organized and in line with our company's coaching guidelines.
- To work closely with management in ensuring all performance training sessions and attended events are thoroughly risk assessed.
- To build the necessary communication with the Gym Manager about performances groups training, any desired changes, wants and needs.

Other

- To act as a Duty Manager and take overall charge of a centre, including opening up and closing up as well as attending to all staff and member needs.
- To be accessible to the Gym Manager to support and provide coaching cover within our general classes when needed.
- To help ensure all assistant coaches maintain a high level of delivery.
- To provide essential support to the Coach Education Manager with delivering staff training and mentoring staff.
- To assist with producing online promotional material when needed.
- To support the teaching of focused/ specialised workshops when required.
- To work closely with our Gym Manager and other senior staff to improve our company's overall quality of service.
- To maintain a good professional appearance, always act as a role model to other staff and a key ambassador for the company.
- To assist with any other administrative tasks or special projects that would benefit the company.
- To actively promote the company where possible.

Skills Required:

- A flexible and adaptable approach to work.
- Proactive with a meticulous attention to detail.
- Excellent organisation and delegation skills.
- Excellent intrapersonal and communication skills.
- Strong leadership and management skills.

Remuneration Package:

- Salary based on level of experience.
- Minimum of 5.6 weeks of annual leave (based on 4 weeks plus 8 English public holidays). Some holidays dates may be forced in line with club closures.
- Contributory Pension Scheme if eligible.
- An option to work agreed overtime.

Essential Criteria

- Experience in circus, entertainment or performance background.
- Proficient in Microsoft Office and Google Workspace.
- Experience in managing other coaches.

Desirable Criteria

- Level 2 UKCC/ British Gymnastics coaching award or similar.
- Current safeguarding training as deemed acceptable by British Gymnastics.
- Current DBS certificate.
- Current suitable first aid training.