

## **Dance City Job Description**

### **Project Co-ordinator: Expanding Horizon Project**

Dance City has been successful in securing funding from the Esmee Fairbairn Foundation to support a bespoke programme of professional development for dance artists/makers over the next two years. We are now seeking a highly motivated professional to help us deliver this project.

#### **The Project:**

Expanding Horizons is a bespoke approach to supporting the professional development of dance artists/makers in the North East of England. Key objectives of the programme are:

- To create leaders within the dance sector who will, with our support, develop into a stronger community, challenging decades of under investment and a lack of aspiration
- Support emerging artists and those who are established and have chosen to return to the region, or to move into a new stage of their careers, for example, dancer to creator or producer or mentor
- Provide a foundation for professional dance artists to deliver a more business-focused professional dance sector in the North East
- Produce more creative, high quality work
- Develop a cohort of informed and equipped professionals, attracting funding and support for their work
- Create a critical mass of dance artists who are retained in the region and a sector which looks outwards for inspiration, networks and support

#### **Expanding Horizons' Project Coordinator Job Description**

Based at: Dance City, Newcastle-upon-Tyne

Responsible to: Programme Manager

Responsible for: Contracted tutors and guests

Essential requirements: Min 5 years experience of working in project co-ordination

Experience of working with artists/dancers

Proven excellent organisational ability

Strong written and oral communications skills

Ability to prioritise workload and good time management.

**Key relationships :** Artistic Director, Programme Manager, Programme Co-ordinator, Communications Manager.  
**(internal)**

<b>Key relationships : (external):</b>	Professional dance practitioners, guest teachers, lecturers, speakers.
<b>Purpose:</b>	To support the delivery of the Expanding Horizons professional development programme
<b>Salary &amp; hours:</b>	<b>The contract is offered on a freelance basis</b> Fee: £10,000 - £12,000 per annum Duration: May 2015 – July 2017 (approximately 80 days per annum )

### **Key responsibilities**

- Plan and coordinate all teaching and workshop sessions in the delivery of the Expanding Horizons project
- Issue contracts and schedules for all teachers, choreographers and guests
- Book all travel and accommodation for teachers, choreographers and guests as required
- Collate biographies, images and text relating to teachers, choreographers and guests as required for all promotional opportunities
- Coordinate all participant information and manage the recruitment process
- Produce and distribute participant packs
- Coordinate daily teaching sessions including registers, session notes, resources
- Provide support and advice to participants during the project including with individual projects
- Coordinate project event including Dragon's Den and final project sharings
- Provide ongoing marketing support relating to the Expanding Horizons project including website, filming, photography
- Collate all evaluations and produce final report
- Work with Programme Manager to ensure delivery of the project within budget including invoicing
- Comply with all Dance City's policies to include Health & Safety, Equality & Diversity, no smoking

### **Person Specification**

#### **Essential**

- Highly motivated with a desire to succeed
- Minimum of 5 years experience of project co-ordination
- Experience of working with artists
- Experience of supporting dance as an artform
- Proven ability to manage multiple priorities
- Proven excellent organisational ability
- Ability to prioritise workload/good time management
- A deep understanding of working in partnership

- High level of attention to detail
- Commitment to equal opportunities
- Previous dance sector experience

**How to apply:**

Please send your completed application form along with completed equal opportunities monitoring form to [mel.cook@dancecity.co.uk](mailto:mel.cook@dancecity.co.uk) or by post to: Melanie Cook, Classes and Bookings Coordinator, Dance City, Temple Street, Newcastle upon Tyne, NE1 4BR

Deadline for application: 12 noon Wednesday 13 May 2015

Interviews: Thursday 21 May 2015