

# Freelance Contract

# Easter Camp Assistant and Summer Camp Coordinator (x 2)

# Fixed Term

**Please note this is a development opportunity for individuals to progress through both roles. Successful candidates will complete traineeship with Easter Camp team as a Dance Camp Assistant, followed by leading the Summer Camps as a Coordinator in August. We are seeking to employ two individuals who will work together throughout the training and then as Coordinators, sharing the role and responsibilities equally.**

**Reports to: Classes and Events Coordinator**

**Responsible for: Summer Camp delivery team**

**Hours:**

**Easter Camp**  **19-22 April 2022**  **8.30am-5.30pm.**

**Summer Camp 1**  **1-5 August 2022**  **8.30am-5.30pm.**

**Summer Camp 2**  **8-12 August 2022** **8.30am-5.30pm.**

**Additional planning days**

**Fee:**

**Easter Camp Assisting**  **£342 (4 days @£85.50 per day)**

**Summer Camp 1 Coordination**  **£1,237.50 (2 days prep @£150 per day, 5 days delivery @£187.50 per day)**

**Summer Camp 2 Coordination** **£1,237.50 (2 days prep @£150 per day, 5 days delivery @£187.50 per day)**

**Total fee:** **£2,817**

# Duties & Responsibilities

**Easter Camp Assistant responsibilities**

* To assist the Easter Camp Coordinators in delivering daily workshops and sharing of work to parents.
* To assist the Easter Camp Coordinators in ensuring the health, safety and wellbeing of children and young people
* Receiving training and mentorship from the Easter Camp Coordinators with regards to the design, delivery and administration of holiday dance camps.

**Summer Camp Coordinator responsibilities:**

* To plan, prepare and deliver an interesting and engaging series of workshops and ensure all attendees participate.
* To design the overall theme of the two Summer Dance Camps and provide this to Dance City in advance
* To coordinate and lead a team of dance teachers and assistants
* To create work that will be shown in the Theatre at the end of each Dance Camp
* To ensure the health, safety and wellbeing of the participants including supporting additional needs of attendees
* To promote the dance camps to their own networks and contacts to encourage sales
* To coordinate the monitoring of sales and administration of attendee information
* Liaison with parents of attendees

**Person Specification**

**Essential**

* Previous experience of teaching children’s dance
* Qualification in Dance to degree level, or equivalent certification
* Approachable, friendly, and welcoming persona
* Excellent communication skills
* Reliable, with excellent time management skills
* Calm and pro-active in an emergency
* Fast learner, willing to develop new skills and knowledge
* Recent DBS certificate
* Ability to work the advertised dates of the Easter and both Summer Camps (see above)

**Desirable**

* Experience choreographing performance pieces
* Experience leading teams, events, or projects
* Experience working with children with support needs e.g., autism, sensory impairments
* Training in First Aid
* Training in Safeguarding

Deadline for applications is Monday 21st February. Successful applicants will be invited to interview in person.

Please send your completed application forms to [**Philippa.Mcardle@dancecity.co.uk**](mailto:Philippa.Mcardle@dancecity.co.uk)