

Job Description

DATE:	To start in November 2020 - by agreement
POST:	Coordinator
TEAM:	Education and Development
SALARY:	Between £16,000-£19,000 per annum pro rata (depending on experience)
HOURS:	18.75 hours per week
RESPONSIBLE TO:	Assistant Manager, Education and Development team

MAIN PURPOSE OF THE ROLE

Under the direction of the Assistant Manager of the Education and Development team, the post holder will be responsible for the coordination, development and effective delivery of the Participation and Learning and Building Based programmes and initiatives.

DUTIES AND RESPONSIBILITIES

TEACHING / CHOREOGRAPHY

Undertake the teaching and choreography of Participation and Learning and building based programmes. Class/es and number of hours to be agreed by Dance Education and Development Manager.

DANCE EDUCATION & DEVELOPMENT

Coordinate and deliver programmes and support the strategic planning and development of the programmes to meet Swindon Dance's priorities. Oversee specific budgets as agreed by Dance Education and Development Manager.

PROJECT COORDINATION

Coordinate the planning, development and effective delivery of a range of creative projects including staffing, contracting, budgeting, risk assessment, marketing and monitoring, evaluation and reporting.

ADMINISTRATION

Provide day to day administration for all Participation and Learning and building based programmes plus routine administration including correspondence as required. Maintain records of all work undertaken, e.g. statistical data and evaluations.

MARKETING

Promote the Participation and Learning and building based programmes including producing copy for print, website, press and social media.

MEETINGS / PARTNERSHIP WORKING

To act as an ambassador and represent Swindon Dance on networks and maintain effective partnership working with organisations/companies. To deputise for the Dance Education and

Development Assistant Manager at their request. Attend meetings at Swindon Dance and with a range of organisations including dance agencies/arts and non – arts organisations locally and regionally.

OTHER DUTIES AND RESPONSIBILITIES

Opportunities to teach across Swindon Dance's community and DanceOUT programmes primarily with children & young people.

N.B. You will be required to work evenings and weekends to full-fill the contract.