

Personal specification **Coordinator – Education and Development team**

Essential:

- Dance Degree or diploma from vocational school, dance conservatoire or relevant experience
- Two years' experience of teaching/choreographing in a community, youth and education context
- Experience of producing shows in a community/children and young people context
- Two years' experience of project management and administration
- Excellent verbal and written communication skills and interpersonal skills
- Excellent planning, time management and organisational skills
- Excellent IT skills including word, spread sheets and data bases
- Knowledge and passion of the dance industry
- Experience of partnership working

Desirable:

- Knowledge and expertise in teaching more than one dance style and with a range of abilities
- Experience of delivering dance to people with learning and physical disabilities
- Knowledge of the National Curriculum, Arts Award and Artsmark programmes
- Experience of writing and presenting reports for example evaluations
- Preparation of promotional material
- Experience of budget management
- Experience of supervising staff members
- Driving Licence
- First Aid

Personal:

- A team player
- Self-starter able to work on own initiative
- Organised and excellent time management skills
- Able to manage multiple priorities
- Prepared to work unsociable hours
- Committed to dance in the community