

About the role and personal specification

Coordinator, Centre for Advanced Training (CAT)

Our team is majority white, cisgender and non-disabled. We believe our work will be stronger with greater diversity and welcome applications from those who bring difference. Swindon Dance welcomes the whole person, we understand that each of us brings our experiences, our backgrounds, and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisations.

We are interested in both your professional and personal experiences. You may not have worked in a cultural organisation before, or in an organisation like Swindon Dance. Perhaps you have worked in music, fashion, design, in technology or worked for a charity – these are all very transferable contexts.

If you would like support to think about how your experience is transferable to this role, you can book time with one of our team to have an informal chat. Please call or email Katie Purcell Programme Manager for the CAT on 01793 601700 / katie.purcell@swindondance.org.uk.

Preferred professional and personal specifications for the role.

We are looking for our new team member to have or be,

- A knowledge and passion of the dance industry and committed to the ethos and beliefs of Swindon Dance.
- A dance degree, diploma, or other relevant experience.
- Two years' experience of working in the arts, such as teaching or choreographing in a community, youth, or talent development setting. This may include knowledge and experience of teaching more than one dance style and to a range of people with different abilities, of delivering dance to people with learning and physical disabilities, or a knowledge of the National Curriculum and Arts Award and Artsmark programmes.
- Two years' experience of producing or coordinating shows in a talent development setting, or children and young people context.
- Two years' experience of project coordination and administration that includes excellent organisational skills, verbal, written communication and interpersonal skills, as well as good planning, time management and experience in IT.
- Experience of working in a team, in partnership and looking after groups of students, guest tutors and artists.
- A team player, who is a motivated person and can work using their own initiative.
- prepared to work unsociable hours, dance involves evenings, weekends and working during school holidays.

The safety of our users – early years, children, young people, and adults is paramount to Swindon Dance therefore all job offers are subject to good references and an Enhanced DBS.

All our staff with a responsibility for looking after the needs of our users are required to have up to date First Aid and Child Protection and Safeguarding Level 1 and 2 qualifications. This training will be given to anyone joining us that does not have these when starting at Swindon Dance.