



# **DANCE** **LIVE!**<sup>®</sup>

## **Production Coordinator Job Description**

# Job Description

**Job Title:** Dance Live! Production Coordinator

**Hours:** Full time - 40 Hours (5 days) per week.  
Hours to be worked flexibly around Dance Live! events.

**Reporting To:** Dance Live! Senior Producer

**Contract Type:** Permanent

**Salary:** £25,850

**Location:** Portsmouth Guildhall, Portsmouth

## Benefits:

- 26 days annual leave plus bank holidays
- Time Off in Lieu (TOIL)
- Pension Scheme
- Private Health Care Scheme
- Staff Training and CPD Opportunities



# Application Process

**To Apply:** Submit a CV, Cover Letter explaining how you fit the below person specifications and an optional Equal Opportunities Monitoring Form ([available here](#)) to [cherry.lambert@portsmouthguildhall.org.uk](mailto:cherry.lambert@portsmouthguildhall.org.uk) by Monday 8th July, 2024.

**Interviews:** Interviews will be held in person or video call (candidate preference) week commencing Monday 15th July, 2024.

**Start Date:** As soon as possible, subject to candidate availability, references and a clear Enhanced DBS Check.

We welcome applications in alternative formats. If you would like to apply in an alternative format, please get in touch with the team via the above address.



# The Role

As Dance Live! Production Coordinator, you will be responsible for facilitating the communication and delivery of Dance Live! events, a program that empowers children and young people to create big production moments, whilst developing creative and technical skills. You will liaise with schools, teachers and participants' parents, and assist with the production and delivery of Dance Live! and Dance Live! Studio Edition events. You will also uphold the mission, values and vision of Dance Live!, which are to strengthen school communities, raise aspirations, support skills and development, and inspire and create through progressive and innovative performance. You will ensure the quality and integrity of Dance Live! events, and contribute to the growth and reputation of the program across the UK.



## Key Roles & Responsibilities

To assist with the production of the Trust's Dance Live! activity program, including but not limited to:

- Lead on the communication of general enquiries from schools, teachers and participants' parents for Dance Live! and Dance Live! Studio Edition and liaise with teachers as necessary
- Develop and process contracts, purchase orders and invoices to and from schools, Dance Live! facilitators, judges and merchandise
- Lead on the recruitment of and communication with Judges for Dance Live! Events
- Coordinate the collation and digital storage of information and videos from schools throughout the year
- Liaise with the marketing team around changes of information to the websites and social media pages
- Aid with the distribution of photography packages, school's performance videos and liaise with teachers about media consent
- Work with the Dance Live! Team to distribute information to participating schools and non-participating schools around workshops, meet-the-team sessions, events and registration for wider and future Dance Live! projects
- Coordinate and deliver Dance Live! workshops to participating and non-participating schools
- Assist with the delivery of Dance Live! events, including school and judge coordination and liaison, across a variety of venues

# Person Specification

This acts as a selection criterion and gives an outline of the type of person and characteristics required to do the job.

**Essential:** without which the candidate would be rejected

**Desirable:** useful for choosing between two good candidates

Attribute	Essential	Desirable
Experience	<ul style="list-style-type: none"><li>• Experience of working in an office or events environment</li><li>• Experience of working with children and young people</li></ul>	<ul style="list-style-type: none"><li>• Experience working with schools and colleges and/or partnership organisations in the field of dance development</li></ul>
Skills/Abilities	<ul style="list-style-type: none"><li>• Ability to communicate effectively both verbally and in writing to a range of audiences including colleagues and members of the public.</li><li>• Good administration skills including managing agreements, payments, contracting and logistical information</li><li>• Demonstrable IT skills, including the use of Microsoft Office and/or Google software packages</li><li>• Proficient with the Internet, Email and Social Media</li><li>• Ability to effectively organise own workload and ensure projects are completed to timescales</li><li>• Flexibility and a desire to work in a co-operative, collaborative way with other individuals and teams within the organisation</li></ul>	<ul style="list-style-type: none"><li>• Excellent knowledge of safeguarding and child protection practices</li><li>• Experience using Mac and Apple software</li><li>• Experience using finance software such as Xero or Sage</li><li>• Experience of using ticketing systems such as Eventim, Spektrix or TicketSolve</li><li>• A recent Enhanced DBS Check or a member of the UK Government DBS Update Service</li></ul>
Education & Training	<ul style="list-style-type: none"><li>• GCSE English and Maths</li><li>• Educated to degree level and/or demonstrable experience of work in the Creative Cultural Industries</li></ul>	<ul style="list-style-type: none"><li>• Safeguarding Training/Qualifications</li><li>• First Aid Training</li><li>• UK Drivers License</li></ul>

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by the Chief Executive Officer, the wider Learning and Participation Team and the Events Team in accordance with the grade of the post. You will be working as part of a small, friendly, team, working together in a mutually supportive way towards shared priorities.

### **Commitment to Equality, Diversity & Inclusion**

Equality, diversity and inclusion is a key priority for Dance Live! and The Guildhall Trust. Find out more about our commitment to EDI and what this means for our recruitment process here: [www.dancelive.co.uk/careers/](http://www.dancelive.co.uk/careers/)

### **Safer Recruitment Policy**

All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. Dance Live! and The Guildhall Trust is committed to safe recruitment as a vital part of its safeguarding policy and procedures, to ensure we protect children and adults at risk who are taking part in activity. We are committed to creating a setting in which everyone feels safe. Respect for equality and diversity is embedded within our organisation's culture, and this is promoted and underpinned in our codes of conduct, policies and procedures. Our full Safer Recruitment Policy can be found here: [www.dancelive.co.uk/careers/](http://www.dancelive.co.uk/careers/)

