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**Project Co-ordinator**

**LGBT50 Intergenerational Dance Project (HULL 2017)**

**BRIEF**

# Project Description

Yorkshire Dance is commissioned by [Hull 2017](https://www.hull2017.co.uk) alongside [Duckie](http://www.duckie.co.uk) in the realisation of an intergenerational dance commission as part of a national event marking the 50th anniversary of decriminalisation of homosexuality in the UK. The event will take place in Hull city centre in July 2017.

Critically acclaimed choreographer [Gary Clarke](https://gadgealert.wordpress.com) will lead the artistic direction of the dance commission which will include a cast of 8 professional dance artists and up to 42 non professional dancers aged 16+. The community cast will be recruited from the LGBT community in Hull and Yorkshire.

The intergenerational aspect of the work will focus on gathering stories from people on how their lives have changed since the legalisation of homosexuality. We will also reference how dance styles have been influenced and changed over the decades. The project will be delivered in phases, building momentum and interest in the work, creating relationships with the LGBT communities of Hull and sustaining interest in the work.

The candidate must have experience of working in the community, be confident in talking to a range of stakeholders, groups and individuals.

The postholder will report to the Creative Projects Producer, Yorkshire Dance

# Main purpose

To support the Creative Projects Producer in the delivery and evaluation of the HULL 2017 Intergenerational Dance Project with a particular focus on recruiting participants and making connections with LGBT groups and organisations in Hull.

**Duties and key responsibilities**

*(An approximate indicator of time spent is given in brackets)*

**Recruitment**  (50%)

* Work with the Marketing Team of Hull 2017 and Yorkshire Dance in promoting the programme, with a focus on recruitment
* Research’s LGBT groups in Hull and set up meetings
* Liaise with new community partnerships to develop routes for participants and groups in Hull to join the project
* Co-ordinate recruitment workshops with support from the Creative Projects Producer
* Ensure project participant and partner data and consent is collected as required, and stored in accordance with data protection requirements.

**Event co-ordination** (30%)

* Be responsible for the bookings of venues for workshops/ project work
* Be responsible for the set-up and smooth running of the activities
* Support the delivery of the dance sessions with the groups by attending the sessions
* Assist in the coordination of some areas of production associated to the project with support from the Creative Project Producer
* Carry out heath and safety checks and risk assessments for recruitment workshops

**Reporting and Administration** (20%)

* Attend local network and other relevant meetings with partners and stakeholders, and forge and maintain community relationships as stipulated by the Creative Projects Producer
* Undertake all necessary administrative procedures required to ensure the smooth running of the project
* Report regularly and share information with the Creative Projects Producer and Marketing team at Yorkshire Dance.

**General duties**

* To undertake all activities in compliance with Yorkshire Dance’s policies and procedures with particular reference to equality and health and safety
* To promote the values of Yorkshire Dance

**Terms and Conditions**

Period of Contract: March to end of July 2017

Fee: £3,750 for notionally 30 days, including local travel expenses

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**Person Specification**

**Essential**

**Experience**

* Work experience (paid or voluntary) in administration/coordination in the dance/arts sector
* Experience of setting up and co-ordinating community projects
* Work experience in researching new community groups
* Experience in setting up dance/arts workshops
* Experience of working in community settings

**Skills & Ability**

* Confident communication skills, both written and verbal, and proven ability to interact with a broad range of people
* Effective administration skills: Excellent IT skills (Microsoft Office Adaptable) and flexible approach
* Proven ability to work unsupervised and as part of a team
* A positive and creative attitude towards problem-solving
* Commitment to equality and diversity and in particular, an empathy with the LGBT community

**Other**

* Resident in Hull or within easy commuting distance from Hull
* Clean current driving license and use of vehicle
* An interest in a career within the dance/arts sector
* Entitled to work in the UK

**Desirable**

* Knowledge of and connections with the LGBT community in the Hull and East Riding area
* Experience of co-ordination of large scale outdoor events/festivals
* Understanding of and commitment to social inclusion and the arts as a catalyst for change
* Passion for dance
* Confident and experienced in using social media