



Assisting Dance Artist for our Colchester Programme Job Description

We are searching for a freelance assisting dance artist to support our programmes.

Title:	Assisting Dance Artist
Role purpose:	Support and assist in the running of the Dance Network's community and educational classes.
Fee:	£10.00 per working hour. We will also pay reasonable travel expenses if required to move between venues.
Hours and days:	2 hours on Wednesdays and 4 hours on Thursdays during the hours of 10:00 – 18:00. More hours may be offered as and when new projects are put into place.
Venues:	The Mercury Theatre, Wivenhoe William Loveless Hall and Areas of New Town TBC.
Starting date:	Week commencing 5 July 2021.

About Dance Network Association (dna)

Dance Network Association (dna) is a dance organisation that enables people to live more connected, joyful, and aspirational lives through dance. Dancing with dna provides opportunities for people to improve their confidence and physical wellbeing, nurtures creativity and independent thinking and enhances friendships through social interaction.

dna is a highly reputable, project funded organisation that has been providing dance work to the community of Essex for over 5 years. We offer dance programmes for 0–105-year-olds to better improve people's health and wellbeing.

Our mission is to raise the profile of dance in Essex and further afield. We seek to do this through the provision of affordable high-quality dance delivery for local communities, individuals, schools and young people more generally.

dna has extensive experience and a large portfolio of dance activities from Post-Natal sessions, classes for families with children under 5yrs, Early Years, Primary, Secondary, Young People, Older Adults and for people with lived conditions – Parkinson's and Dementia.

We work with those who have least access to dance and movement activity due to location, social and economic disadvantage, and mobility.

Main objectives:

1. Supporting lead artist during the class session - adapting material and helping participants to stay involved i.e someone may be hard of hearing, so would be useful to base yourself next to them to relay what the artist says, and they can copy you.
2. Helping to risk assess and set up the spaces to dance in in accordance with COVID-19 government guidelines and guidelines specific to the venue.
3. Ensure hand sanitizer is used, masks worn when appropriate, distance is maintained. Maintain personal and participant safety throughout.
4. Data Collection: This programme contains an element of data gathering for evaluation. The lead artist is responsible for collecting and collating data from participants however, we ask that you support them to achieve this by;
5. Ensuring participants complete a participant information form and registers/sign in sheets are completed with everyone in the class for Track & Trace purposes. These must be collated and sent to dna office as soon as possible following class – original or scanned.
6. Participants: Ensure participants feel comfortable – When talking to them, remember you might be their first contact of the week. At the end of each session there is a social 30 minutes included please engage with participants make them feel comfortable and try to get them to engage in conversations.
7. Helping to make teas, coffees and prepare refreshments. Will include cleaning items at the end of the session or making sure they are put in a dishwasher.
8. To support the lead artist to deliver a fun and energetic dance session suitable for the age range of participants in the class.
9. You will be asked to dance throughout and wear a dance network t-shirt as part of the delivery team. Wear a facemask when necessary.
10. Helping to clear the space and sanitize as per venue guidelines, leaving the space as it was when you arrived.
11. Assist the artist in the collection and return of resources and props within the class.
12. Assist the artist to play music and ensuring music levels are correct if the artist is speaking to the class.
13. Support in the set up and close of space, this may involve moving furniture to create dance space.
14. Take part in Dance Network planning meetings where held about the programmes to ensure you are briefed on project delivery for the term and or research that is being undertaken.
15. Chaperone participants around the venues to ensure safety of those attending our classes, such as showing dancers where toilets are located.
16. Ensure dancers are not left in reception areas and that they are meted, greeted, and taken to class. When classes have finished, please also make sure they are chaperoned back to the exits, to their parents/carers safely.
17. Make yourself familiar with all health and safety regulations in the spaces you are working in.
18. Assist the lead teacher in case of an emergency, first aid or fire.
19. Promote, The Dance Network Associations programmes to ensure maximum numbers and income throughout the year.
20. Any other reasonable task that the Dance Network ask you to undertake.

Essential

- Commitment to self-development.
- Use initiative and be proactive.
- Customer care skills – able to deal with the public politely and efficiently.
- Able to remain level headed in emergency of difficult situations.
- Willing and able to travel throughout Colchester district and have a clean driving license and access to a car.
- Hold a current enhanced DBS check within the past two years or on the update system. (if you do not hold a current DBS please make this known on application as we are able to provide this for you if offered the role, please do apply even without this).
- Hold Public Liability insurance

Personnel and Management

- You will take instruction from the Dance Development Artist / Lead artist in sessions.
- To attend appropriate training courses.
- To attend programme meetings as appropriate and maintain close and effective communication with the director and artists, as appropriate.

TO APPLY

- Please apply with a covering letter explaining how you are suitable for the post and including an up-to-date CV. **Closing date for applications: Monday 31 May 2021**
- If you are successful in the first stage, you will be invited for an **interview on Thursday 3 June 2021 via Zoom.**
- Please email your applications to lyann@dancenetworkassociation.org.uk