



Title: Surf The Wave Project Administrator

Context:

PDSW is leading a major dance project that aims to fundamentally change dance touring in the UK. It is a talent development and showcasing project in three phases that includes:

1. A national programme of training, development and networking opportunities for independent dance artists and companies wishing to develop national touring opportunities for their work
2. The UK Dance Showcase hosted by PDSW in Bournemouth & Poole in May 2019
3. A bespoke programme of support for companies to follow up interest generated through the showcase, and to broaden the reach of their work to national and international audiences.

The Project Administrator supports the STW team to ensure the effective administration of the project and clear communications across all areas of activity. This person is a central point of contact for Surf The Wave, and has a key responsibility for the financial administration of the project, ensuring it is in keeping with PDSW protocols and procedures.

Key responsibilities:

- Provide ongoing administrative support for the Project Team
- Financial administration, including invoicing and inputting financial information on Sage
- Database management for Surf The Wave, ensuring it is in keeping with PDSW protocols and GDPR requirements
- Support the STW Marketing Manager to communicate the project activities and outcomes, including newsletters and updates
- Administer key processes, including selection processes and awards distribution
- Ensure evaluative material is collected and data recorded
- Provide a central point of contact for the project

Line managed by: Surf the Wave Project Director

Working closely with: Surf The Wave Project Producer
Surf The Wave Showcase Producer
Surf The Wave Showcase Coordinator
Surf The Wave Marketing Manager

Salary: £18,000 per annum

Terms: Full time, fixed term post to 28th August 2020

Base: Pavilion Dance or another office in Bournemouth
Travel: This position involves national travel

Detailed Key Responsibilities:

Administration

- Support the STW project team with the delivery of the project by maintaining excellent administrative systems.
- Support the PDSW financial team, ensuring all project financial information is kept up to date and in line with PDSW protocols and procedures
- Clear communications with participating artists, producers and promoters as directed by the STW Project Director and/or Producer.
- Booking travel and accommodation, arranging resources for events, and general administrative support across all activity
- Support the collection and management of data related to the project, ensuring we have all the information at our finger tips when wanting to report on an activity.
- Get to know the wider PDSW team and attend all staff events whenever possible, liaising with staff when needed and collaborating whenever the opportunity arises

Other

- Be a great ambassador for PDSW, Surf The Wave and the UK Dance Showcase
- Be aware of, and actively implement PDSW's policies with regard to, for example, Equal Opportunities, Child Safeguarding and Diversity
- Attend staff and other relevant meetings and participate in training and other forms of staff development and be available to work at evenings, weekends and bank holidays when necessary
- Undertake any other duties commensurate with the post as directed by your line manager

Person Specification:

Essential

- At least 1 year's experience of working in business or arts administration in coordination or administration roles.
- Experience of book-keeping and/or managing invoicing and processing payments, preferably with SAGE
- Experience of working within a team
- Experience of maintaining systems and processes to ensure the smooth running of a project or programme of activity.

Desirable

- Experience of administration for large and/or complex events or projects
- A good knowledge of the UK dance sector
- Knowledge of project management systems, including online systems such as Google Drive.
- Able and willing to travel nationally

Personal Qualities

- A starter finisher
- Good attention to detail
- Self-motivated, determined and a 'can-do' attitude
- Enjoys being part of a team
- A problem solver
- A good sense of humour

Check out www.pdsw.org.uk for more information about Surf The Wave

How to apply

Please submit a completed application and monitoring forms to jobs@pdsw.org.uk, ensuring you detail how you meet the criteria, and your reasons for applying.

Please note, CVs and cover letters will not be accepted.

Deadline for applications: 9.00am, Tuesday 11th September 2018

Interviews will be held on 18th September in Bournemouth.

Surf The Wave is supported by:

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