



**Title: Showcase Coordinator**

**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 UK Dance Showcase Co-ordinator will support the Showcase Producer who is responsible for the preparation, management and delivery of the UK Dance Showcase taking place 16<sup>th</sup> to 19<sup>th</sup> May 2019. The Showcase will be a market place for dance; an opportunity for UK based dance artists and companies to showcase small- and mid-scale dance productions to UK promoters and programmers.

This 4 day event will involve:

- Minimum 20 performances across multiple venues, of various scales in Bournemouth & Poole - indoor and outdoor
- 10 pitching sessions, where extracts of work are demonstrated and discussed
- A facilitated space for a further 20 artists to introduce work to promoters
- 200 delegates in attendance
- Seminars, networking, mentoring and exchange events
- Receptions, presentations, and dining

**Key responsibilities:**

- Provide administrative support for the Showcase and Showcase Team
- Support the administrative process for the Curatorial Committee, including arranging meetings, managing schedules and logistics, and communicating with artists and companies as part of the selection process
- Be a central point of contact and information for artists and delegates about the Showcase
- Support marketing and communications
- Sourcing and purchasing or hiring event items and equipment as required, within the budget set by the Showcase Producer or Production Manager
- On site front of house and venue coordination under the direction of the Showcase Producer
- Ensure the artist agreements are signed and filed
- Work with the Showcase Producer to ensure the volunteering process is running smoothly and be the point of contact and support for volunteers
- Coordination of the videographers and photographers for the Showcase

- Catering, accommodation and transport administration for artists, companies and delegates attending the showcase
- Provide support as required to the STW Project Team to ensure the smooth delivery of the Showcase and related activity within the project plan and timescale.
- Work with the STW Project team to ensure evaluative material is collected and data recorded
- 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

**Line managed by:** Surf the Wave Showcase Producer

**Working closely with:** Surf The Wave Project Producer  
Surf The Wave Project Administrator  
Surf The Wave Project Director  
Surf The Wave Marketing Manager

**Salary:** £18,000 per annum

**Terms:** Full time, fixed term to 28<sup>th</sup> June 2019

**Base:** Pavilion Dance or another office in Bournemouth

## Person Specification:

### Essential

- Experience of working in business or the arts as an administrator or co-ordinator role
- Experienced in supporting projects or events
- Experience of working within a team
- Experience of monitoring budgets
- Experience of setting up and maintaining systems and processes to ensure the smooth running of a project or programme of activity

### Desirable

- Experience of supporting events such as exhibitions, festivals or platforms
- Knowledge of project management systems, including online systems such as Google Drive, Slack etc.
- A good knowledge of the dance sector

## 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

## How to apply

Please submit a completed application and monitoring forms to [jobs@pdsw.org.uk](mailto: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 11<sup>th</sup> September 2018**

**Interviews will be held on 18<sup>th</sup> September in Bournemouth.**

Surf The Wave is supported by:

JERWOOD CHARITABLE FOUNDATION

 Esmée Fairbairn FOUNDATION



Supported using public funding by  
**ARTS COUNCIL ENGLAND**

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