

# ENGLAND'S PERFORMING ARTS SHOWCASE

Commissioned by Arts Council England

Delivered by BAC, Dance4, Fierce Festival,  
GIFT, MAYK and Transform

**JOB PACK: Project Assistant**



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# RECRUITMENT INFORMATION

## About England's Performing Arts Showcase

A consortium of four of the UK's brightest and most artist-centred international performing arts festivals (Fierce Festival, GIFT, MAYK and Transform) working in partnership with Battersea Arts Centre and Dance4, will deliver an artist focused international showcasing model. This collaborative approach will globally connect England's performing arts sector, and celebrate a new generation of international artists and cultural leaders across England. The pilot year in 2021 will take place online, UK-wide and at Edinburgh's festivals, in August 2021.

For further information about England's Performing Arts Showcase and its developments to date, please see [Arts Council England's announcement](#), alongside the consortium announcement [here](#), and first process blog [here](#). To read more about our approach, see our working culture 'live document' (Appendix 1).

The consortium is recruiting a project team to join us on this exciting new adventure. The role of Project Assistant will be integral to the project administration, and co-ordination of the core team, and will work closely with the consortium to deliver the project.

## Job description

**Title:** Project Assistant, England's Performing Arts Showcase

**Employer:** All employed staff working on England Performing Arts Showcase will be contracted through **Dance4** and subject to their terms and conditions of employment.

**Key relationships:** A key relationship will be with the Producer, as well as the broader project team and Dance4's HR lead.

**Responsible for:** This role carries no line management responsibility; however, leadership of casual staff may be required.

**Location:** Flexible (the role will have access to a working base in Birmingham, Bristol, Gateshead, Leeds, London or Nottingham).

**Salary:** This is a 0.7 part-time fixed term contract for 8 months (beginning in February 2021 to the end of September 2021) on a salary of £20,000 per annum. (The actual salary across the 8-month period totals £9,333 before tax and NI).



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## **Purpose:**

Working closely with the Producer, the wider delivery team and consortium partners, this role will support the delivery team in realising a new approach in the showcasing of artists within Edinburgh's festivals, across England and online, with clear objectives to internationalise artists based in England, and open up artistic dialogue and exchange across the world.

## **Main duties:**

- Provide administration for the consortium's actions and programme by handling enquiries, issuing information, receiving and processing applications and supporting events
- Co-ordinate consortium meetings, providing minutes and efficient action monitoring
- Support the effective processing of contracts and financial information with consortium partners
- Support the research and agreements for travel and accommodation for the programme
- Undertake computer and office tasks to support the showcase team
- Compile and upload information, images and video on the programme to the programme's website
- Act as first point of contact for the consortium and projects, effectively and efficiently dealing with general enquiries, maintaining computer databases and mailing lists.
- Contribute to the successful delivery of social media campaigns supporting the activity of the consortium and programmes
- Assist with the evaluation of systems and projects through questionnaires, surveys and compile statistics for attendance and participation.
- Co-ordinate the organisation of photographs, video, written documentation and reports
- Co-ordinate the support work of interns, volunteers, casual staff or student placements where appropriate
- Have a flexible approach to work as the role requires working unsociable hours
- Time off in lieu can be taken with prior agreement with your line manager.

## About You

Essential	Desirable
A minimum of 1 years' experience of administration, preferably in the arts	Experience of organising arts events
Experience of remote working and on own initiative	Understanding the needs of freelance artists and producers
Excellent administrative and organisational skills	Issuing contracts
ICT skills and experience of Using digital platforms and social media	Communication with funding partners
Strong written and verbal communication skills	Experience of attending and/or working the Edinburgh festivals
Anti-racist with a sound knowledge of equality, diversity and inclusive	
Experience of working in an office environment	
Experience of front of house, reception and or event administration	
Able to prioritise workload and work to deadlines	
Willingness to work unsociable hours and travel	

## To Apply:

All applicants are required to submit a CV (no longer than 2 sides of A4) and a supporting statement (no-longer than 2 sides of A4) demonstrating how you meet the requirements of the role. Please provide two referees. If you wish to use an alternative format, such as a video or audio recording please ensure this is no longer than 4 minutes long.

If you require this information in an alternative format and / or to arrange an informal, confidential conversation about this role, please contact David Bowley at Dance4 / [david@dance4.co.uk](mailto:david@dance4.co.uk) who can arrange a member of the consortium member to talk to.

We particularly welcome applications from individuals with lived experience of disability and people who are Black, from the African Diaspora, from the South, East and South East Asian Diaspora, who are ethnically diverse and who experience racism as these voices are currently underrepresented in our consortium. Therefore, our interview panels will be representative of a spectrum of protected characteristics.

**Deadline for applications: 12 noon, 6<sup>th</sup> January 2021.** Shortlisting will begin later that afternoon.

Send to: [jobs@dance4.co.uk](mailto:jobs@dance4.co.uk) marked Private and Confidential: FAO Paul Russ  
Interviews will take place during week beginning 25<sup>th</sup> January 2021.

Interviews are likely to take place online.

For the purposes of reporting to consortium partners and funding agencies we would like you to complete our [online equal opportunities monitoring form](#).

Due to the short and fixed-term nature of this role candidates will need to be able to start in role in early February 2021.



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## APPENDIX 1

### Notes on Our Working Culture

#### **Context:**

This is a brand-new consortium comprising BAC, Dance4, Fierce Festival, GIFT, MAYK and Transform. We formalised in autumn 2020 when offered the commission from Arts Council England to deliver an international showcase within the contexts of Edinburgh Festivals.

This live document offers an insight into our thoughts around our working culture and core values as a consortium. We expect it to develop and grow, as our work together and team develops and grows. It is starting point for us to collectively think about our core values and behaviours. We want everyone involved in England's Performing Arts Showcase to influence and inform this document throughout the life of this project and so consider this a 'live' document that will ebb and flow, as we learn from the activities we deliver and each other.

Running throughout our core work we want to centre 4 core principles:

- Transparency
- Friendliness and care
- Disruption and playfulness
- Being fair, equal and inclusive

#### **Working Principles:**

##### **Friendly and Caring:**

Our work will be rooted in a notion of friendship, that holds at its core the facilitation of long-term sustainable relationships that are honest, kind, adventurous and emboldening. We will listen and we will care.

Across artists, delegates, partners, audiences and other stakeholders we will work with respect and without hierarchy.

We will meet the needs of our work acknowledging our dependency on our planet and the work of artists to achieve a sustainable future.

##### **Transparent:**

We won't keep secrets or won't hide stuff. We are transparent, sharing what we are doing and how we do it, working openly and collaboratively, trusting experience and knowledge.

We will ensure our work has a sustainable legacy: environmentally, financially and artistically.

**Disruptive/Playful:**

We will question how things are done, in imaginative pursuit of something better.

We will aim to cultivate artistic friendships that are honest, supportive and that bridge roles, boundaries and borders.

**Fair, equal and inclusive:**

We refuse to exclude anyone on the basis of who they are and what they need in order to participate. We will break down barriers that limit people's possibilities and ensure an equality of representation across the programme.

We will respond to the individual circumstances of our community and ensure an equality of representation across the programme.

We will ensure our work has a sustainable legacy: environmentally, financially and artistically.