

Dance Well Project Assistant North London

**Full-time, fixed-term contract until 10 January 2019.
Salary £19,000 per annum.**

Akademi is seeking a Project Assistant to support the efficient delivery of our Dance Well project and other associated work.

Working with the Dance Well Project Officer you will be responsible for organising outreach work, evaluation and co-ordinating the sessions for our Big Lottery funded project. You will collate information, support participants and our artists and build networks for the dissemination of learning from the project. You will provide marketing materials and documentation for Dance Well and any associated projects.

You must have experience as a project administrator and facilitator, ideally in an arts organisation and excellent communication, organisation and computer skills. An interest in dance is highly desirable.

Akademi is a highly acclaimed dance organisation that specializes in producing innovative performances in unusual spaces. Over the past few years we have worked in Southbank Centre, Trafalgar Square and across the England to bring South Asian dance to new audiences. Further information about Akademi can be found on our website: www.akademi.co.uk

For further information please email jobs@akademi.co.uk; or look on our website: www.akademi.co.uk or call 020 7691 3210

**Closing date for applications: Monday 24 July at 10.00am
Interviews: Thursday 3 August**

Please return the application form and confidential equal opportunities monitoring form (both downloadable from <http://akademi.co.uk/vacancies/>). Please note they will be separated before your application is shortlisted. CVs will not be accepted. Shortlisting will be carried out based only on the information you give us so it is in your interest to demonstrate how your experience, knowledge and skills match the requirements of the job.

If you are selected for an interview you will be given at least two days' notice. All applicants are informed of the outcome of their application.

The role is funded by funded by the National Lottery through the Big Lottery Fund

Akademi is funded by Arts Council England, Esmee Fairbairn Foundation, Paul Hamlyn Foundation and Big Lottery. We are an equal opportunities employer and welcome applications from all sections of the community. Charity no: 1107249

Information in the form of personal data will be used to process the application for recruitment purposes. Unsuccessful applications will be destroyed after one year. The personal data on successful applicants will be needed to administer the employment and further information on how this will be used will be available during the induction period.

JOB DESCRIPTION

POSTION: Dance Well Project Assistant

REPORTS TO: Dance Well Project Officer

RESPONSIBLE FOR: Freelance artists

Funded by the National Lottery through the Big Lottery Fund

AIMS OF AKADEMI

Akademi's mission is to inspire audiences and change lives by creating and nurturing excellence in classical, contemporary, popular and participatory South Asian dance.

Our vision is that South Asian dance is thriving at the centre of British cultural life. We want everyone, no matter their age or background, to have the opportunity to experience, learn about or participate in South Asian dance, and in doing so gain an understanding of different communities and cultures.

Our programme has three main strands: Performance, Artist Development and Learning & Participation.

PURPOSE OF THE POST

To ensure the efficient delivery of Akademi's Big Lottery Funded Project Dance Well and complementary projects including monthly tea dances in Waltham Forest and hospital performances. To provide support to artists and participants, build networks for projects and to support the dissemination of learning materials. To proactively work with the Dance Well Project Officer and other members of Akademi staff on marketing, administration, documentation and collection of evaluation information for Dance Well and other associated projects.

PRINCIPAL RESPONSIBILITIES

- To ensure initiatives are delivered to a high standard to meet artistic and funding objectives.
- To support the dance artists in the delivery of workshops through feedback on lesson plans, content delivery and support during the workshop itself
- To build new partnerships in the field of dance and dementia and dance and health.
- To assist in the recruitment of community groups, hospitals and related agencies for the programme of workshops and projects.
- To work with these groups to research and organise workshops for the Dance Well project and other associated projects
- To support participants, in collaboration with clinical and medical staff, to record the change in lifestyle and well-being on their Dance Well diaries and other related documentation
- To liaise closely with community centres, older peoples' organisations, hospitals, day centres, care homes, artists and arts organisations to ensure the smooth running of workshops.

- To respond to requests from education and community venues and partners for request based workshops where appropriate
- To run evaluation of sessions and collate the findings
- To organise and maintain administration of documentation and files for the project and participants.
- To work with the Dance Well Project Officer to design dance and health materials with clearly defined content for use by practitioners.
- To draft contracts for artists and venues and ensure they reach individuals and organizations in a timely manner.
- To verify artists are DBS checked and have completed safeguarding training.
- To document sessions and work with freelance artists to ensure that Dance Well is recorded and promoted through film
- To contribute to requests for information and resources on South Asian dance providing advice and information as appropriate in conjunction with the Marketing Officer.
- To work in collaboration with the Marketing Officer, Dance Well Project Officer and Sales and Communications Manager to provide marketing materials for Dance Well and other associated projects
- To represent Akademi at seminars, conferences, events and meetings as appropriate.
- To present data to colleagues as necessary to support other areas of Akademi's work.

Management

- To supervise, advise and assist artists and those on work placements in their work for Akademi.

General

- To attend staff meetings
- To assist in maintaining a high standard of presentation of the Akademi offices.
- Assist at public events organised by Akademi as required.
- To promote and advocate at all levels about Akademi's education and community work.
- Undertake any other duty or responsibility which may reasonably be requested by the Director, Administrative Director, Dance Well Project Officer or Board of Trustees.

Equality and Diversity

- Work in accordance with the intentions and requirements of the Akademi Equality and Diversity Policy

Health and Safety

- Work in accordance with the requirements of Akademi's Health and Safety Policy.

It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives of Akademi. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of Akademi.

PERSON SPECIFICATION

	Essential	Desirable
Experience		
Experience of working in arts community work	x	
Experience of maintaining administrative systems	x	
Experience of running workshops		x
Experience of working with hospitals		x
Experience of safeguarding	x	
Experience of working with volunteers		x
Experience of working with those who have dementia		x
Knowledge		
Knowledge of arts funding and networks	x	
Knowledge of marketing education projects	x	
Knowledge of evaluation methods	x	
Knowledge and understanding of the principles of equality of opportunity	x	
Skills		
Ability to communicate with a wide range of participants	x	
Ability to identify and develop new partnerships		x
Ability to organise own workload and take the initiative	x	
Ability to prioritise and meet deadlines	x	
Ability to work collaboratively with others in a team	x	
Ability to work on own initiative	x	
Communication		
Ability to promote, sell, speak and advocate at all levels about Akademi's Education work	x	
Ability to collect statistical information directly from participants attending Akademi workshops / residences / performances.	x	
Ability to write and present letters, reports, statistics and other papers in a clear and accessible way for a range of recipients	x	
Ability to handle sensitive information and maintain confidentiality	x	
Ability to assimilate and analyse a wide range of information, make sound judgements and clear recommendations.	x	
IT and keyboard skills		
Ability to use Windows 2007, MS Office packages, e-mail and the internet	x	