

## DanceXchange Project Management Intern Application Pack



**Post:** Project Management Intern  
**Salary:** National Minimum Wage  
**Contract:** 6 months, 30 hours a week

**DanceXchange is offering a paid internship opportunity for a bright and motivated individual interested in embarking on a career in the arts.**

Based in the centre of Birmingham, with some of the best dance facilities in the UK, DanceXchange creates exciting opportunities for people of all walks of life to engage in dance, as participants, performers and audience members. We also co-produce International Dance Festival Birmingham, one of the largest dance festivals in the world.

This internship provides excellent hands-on learning and experience of project management in a busy arts organisation and during a high profile festival – and will be extremely valuable for those interested in a career in the arts. It involves assisting the Programme Manager for Recreational and Pre-vocational Dancer to manage participatory dance performances, activities and events as part of International Dance Festival Birmingham and other projects – and includes administration, event management, budgeting, evaluation and working with people.

Funded by the Creative Employment Programme, this opportunity is aimed at young unemployed people aged 18-24 who are currently claiming Jobseeker's Allowance. Candidates must be reliable, responsible, conscientious and committed, with a good standard of literacy and numeracy, good organisational skills and excellent people skills – as well as an enthusiasm for the arts. See our person specification below for further details on eligibility.

### **To apply:**

- **Read the Job Description and Person Specification** below carefully to ensure you meet the criteria for this opportunity – and **check your eligibility with your Job Centre Adviser before applying**, quoting Job Centre LMS reference number ERG/32530 and Universal Credit reference is PRO-057715.
- **Download a DanceXchange application form** and equal opportunities monitoring form at [www.danceexchange.org.uk](http://www.danceexchange.org.uk)
- **Complete both forms**, answering all the questions, and explaining how you think your experience and skills match our job description and why you think you are suited to this post
- **Submit both forms by email to [recruitment@danceexchange.org.uk](mailto:recruitment@danceexchange.org.uk)**, or by post to: Recruitment, DanceXchange, Birmingham Hippodrome, Thorp Street, Birmingham, B5 4TB

**Closing date for applications is: Friday 15<sup>th</sup> January 2016, 6pm**

**If shortlisted, you will be invited to attend an interview during the week beginning 25<sup>th</sup> January**

We regret we are unable to interview all applicants, so if you have not been contacted by 22nd January, please assume your application has not been shortlisted. Applications made through recruitment agencies will not be accepted.

To find out more about DanceXchange, visit [www.danceexchange.org.uk](http://www.danceexchange.org.uk) or call 0121 689 3170.

dx is an equal opportunities employer who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities. Registered charity no. 1045364.

## Job Description

Post:	Project Management Intern
Contract:	6 months Paid Internship
Responsible to:	Programme Manager Recreational and Pre-Vocational Dance (R&P-VD)
Purpose of Post:	To assist the Programme Manager (R&P-VD) in the administration, coordination, planning and delivery of projects, activities and performance events
Salary:	National Minimum Wage
Working hours:	30 hours per week, during core office hours 10am-6pm, with evening and weekend working during the Festival
Holiday allocation:	13 days during the 6 month contract period, including bank holidays

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## Responsibilities

Guided and supported by the Programme Manager (R&P-VD) and programming team, with lots of opportunity for on-the-job learning, this internship role involves:

- Assisting in the administration, coordination, planning, and delivery of DanceXchange projects and performance events, as directed including taking the lead for small scale events
- Assisting with project management tasks, such as liaising with partners, artists, venues, parents, schools and group leaders; engaging participants including children & young people; booking studio space; stage management; assisting with preparation of rehearsal and performance schedules; and taking bookings
- Assisting on and representing projects at different locations within Birmingham, and occasionally the wider West Midlands region, as required
- Assisting the Programme Manager and Programme Officer and other staff in the recruitment of project participants
- Assisting in ensuring that events run smoothly and safely
- Assisting in ensuring the safety and wellbeing of project participants
- Communicating effectively with artists and others working on projects and events, with support from the Programme Manager (R&P-VD) and Producer
- Working with casual staff and volunteers when appropriate
- Helping the team to keep accurate records and evaluation information throughout each project
- Assisting the team in keeping project budgets on track
- Being a key point of contact and source of information for specific project areas, and an advocate for the organisation
- Following DanceXchange's Health and Safety Policy and Safeguarding Policy at all times
- Carrying out any other duties as required and agreed with your line manager

## Person Specification

### Essential Criteria

- 18-24 years of age
- Unemployed for 2 weeks on JSA – **please check your eligibility with your Job Centre Adviser. The Job Centre LMS reference number for this post is ERG/32530 and Universal Credit reference is PRO-057715.**
- Level 3 qualifications (e.g. A Levels, BTECs, NVQs or City and Guilds)
- Capable of degree-level study
- Excellent written English
- Good level of numeracy
- Excellent interpersonal and communication skills
- Good organisational skills
- Reliable, responsible, conscientious and committed
- Strong work ethic and ability to work independently, as well as part of a team
- An enthusiasm for the arts
- An interest in developing skills and experience in project management in the arts/dance
- DBS check required (DanceXchange will pay for your check if you are appointed)

### Desirable Criteria

- Educated to degree level
- Experience of working with members of the public
- Excellent attention to detail and accuracy
- Strong administration skills
- Excellent time and task management ability
- Good working knowledge of Microsoft Word and Excel packages

**Note:** This paid internship has been created as part of the Creative Employment Programme. The Creative Employment Programme is an Arts Council England fund to support the creation of traineeships, formal apprenticeship and paid internship opportunities in England for unemployed young people wishing to pursue a career in the arts and cultural sector. You can find out more at: <http://creative-employment.co.uk/the-creative-employment-programme>

There are certain criteria you must meet in order to be eligible to apply for a Creative Employment Programme funded internship. At the time of applying you must be aged 18 to 24 years old and you must be registered as unemployed with Jobcentre Plus. These eligibility criteria have been approved by the Department of Work and Pensions.

## **About DanceXchange**

### **Who we are**

DanceXchange is an internationally known charity dedicated to making and showing great dance. We set out to involve artists and the wider community in our work. And we're proud to be an important part of making Birmingham a place where dance artists can live, work and thrive.

### **Our aims**

As an art form, dance can transform the way we see the world. That's why we aim to make dance as widely accessible as possible. We want everybody to enjoy the positive transformations dance creates. The artists, dancers, and young people we work alongside. The communities we live in and reach out to. The audiences we delight.

Wherever and whenever we can, we use dance to inspire and excite.

### **Our values**

DanceXchange never compromises on artistic quality in anything we do. We aim to make every aspect of our shows, support and facilities the best they can possibly be. Our work is artistically ambitious, entertaining, and engaging.

Always innovative, DanceXchange produces and promotes the best of UK and international dance. We work in partnership or collaboratively with artists, dance companies and other talented individuals to create new work and involve more people. At a regional level, we are determined to help artists to thrive and progress across the West Midlands.

### **Our work**

You can find out more about our work at [www.dancexchange.org.uk](http://www.dancexchange.org.uk):

- International Dance Festival Birmingham
- Production and Touring
- Performance Programme
- Associate Artist Scheme
- Professional Development
- Jerwood Choreographic Research Project
- Working with Young People
- Centre for Advanced Dance Training
- Class Programme
- Reaching Communities
- Venue Hire

### **How we're funded**

As a charity, we are grateful to the Arts Council England and to Birmingham City Council for their continued funding. At the same time, we know we must be flexible and forward-looking in our approach to generating revenue. That's why we're keen to explore partnerships with trusts, sponsors and individuals.

**Visit [dancexchange.org.uk](http://dancexchange.org.uk) to find out more about our work.**