



Surrey Dance Network

Job Description: Network Coordinator

Surrey Dance Network - connecting dance professionals across Surrey to cultivate a vibrant dance ecology enriching the county's cultural offer, contributing to the national landscape and UK's position as global leader for dance.

Supported by Arts Partnership Surrey's Seed Fund, Surrey Dance Network is a refreshed opportunity to galvanise and harness dance talent and skill of professionals living and working in the county.

Combining the efforts of a consortium of local dance organisations that make up its Strategic Advisory Group (Dance Woking, Dance Mama, Second Hand Dance, GLive and Made By Katie Green), Surrey Dance Network exists to create a more efficient and effective framework for dance professionals to connect, collaborate and create more opportunities for themselves which in turn will enrich the county's cultural offer.

Role

The Network Coordinator is a vital role to enable the efficient and centralised communication of Surrey Dance Network. Reporting directly to the Strategic Advisory Group, they will execute the communications plan, support the administration and coordination of any network events (2-4 per year) and support future opportunities to develop the networking such as recruiting members, funding, linking to relevant external activity and evaluation.

Designed to compliment an experienced arts administrator's portfolio, delivery of this freelance commission is intended to be approx. 2 hours per week over 34 weeks over a fixed period of 11 months. This will enable the Network to have continuous administrative and communication support to allow professionals in the county to connect and thrive.

This lynch-pin post significantly supports the development of dance and its ability to contribute to the cultural experience of people living, working and visiting the county.

Fixed Term Commission: November 2022 - October 2023
£850 total fee (4 quarterly invoice points to be arranged)

Main Duties

This role reports to the Strategic Advisory Group.

Liaison and supporting cultivating partnerships

- Liaising with individual members, sub-groups that may emerge, the whole group, Strategic Advisory Group and other stakeholders and organisations (such as Surrey Arts, Arts Partnership Surrey, StopGap, South East Dance for example).
- Reaching out to other organisations and individuals not yet part of the network to inform them of what the network is doing and/or invite them to join.
- Support the Strategic Advisory Group in fundraising, development and evaluation.

Community Coordination

- Vetting members in accordance with criteria set out by the Strategic Advisory Group.
- Maintaining member records on spreadsheets as well as via the Facebook Group in accordance with GDPR

Digital Communications with the Community

- Keeping the Facebook Group page updated
- To share news with the group via email campaigns on a regular basis in line with the Communications Strategy

Networking event coordination

- Coordinating networking events supported by Strategic Advisory Group members– e.g. contacting venues, setting up callouts – Being proactive in being aware of activities going on across the county and nearby counties and raising awareness of potential networking opportunities to the Strategic Advisory Group.

Essential Attributes/Skills

- Registered self-employed, with their own insurance for this type of work, details required.
- Proof that you are legally entitled to work in the UK.
- A self-starter who can work flexibly, independently and be proactive within their limited remit.
- Excellent communication skills - written and verbal.
- Good customer service experience.
- Highly organised and good time-management skills.
- Good attention to detail and nuance.
- Strong IT skills in Facebook Microsoft Office or Google equivalents, database management (spreadsheets), and executing email campaigns (manually and/or platforms such as Mailchimp or Wix).
- Good level of understanding of using video conferencing platforms including Zoom and Microsoft Teams.
- Good understanding of the administrative processes required to deliver online and in-person events both manually and via platforms such as Eventbrite.
- Experience in collecting evaluation data through surveys (via Googleforms or SurveyMonkey) and polls (Facebook) and contributing to evaluation.
- Some experience with design on platforms such as Canva, Wix or Mailchimp

- Good understanding of the local dance community, arts scene and national dance and arts ecology.
- Proven track record in coordinating a group in a similar way.

Desirable Skills and Qualities

- Some experience in arts fundraising.
- Friendly, empathetic, positive and approachable interpersonal skills.
- A passion for dance.
- Understanding of the local and national picture for dance

HOW TO APPLY

Send us:

- **Your current CV and/or LinkedIn profile**
- **A 500 word statement on why you think you would be suitable for this role**
- **2 links max to any other similar examples of your work**

Deadline for application: Monday 21st November 2022, 6pm

Submit titles 'SDN Coordinator Application' to: office@danceworking.com

If you are successful, we will contact you to arrange an interview which may be in person or via Zoom December 2022, date TBA.

Depending on the number of applicants we may not be able to offer individual feedback if you are unsuccessful but thank you for considering this role.