



DANTE OR DIE,
STONE NEST,
136 SHAFTESBURY
AVENUE,
LONDON W1D 5EZ
www.danteordie.com
Registered Charity No.
1129984
Company Ltd by Guarantee
5807318

Creative Arts East Local Co-Ordinator – *Take on Me*

[Dante or Die](#) and [Creative Arts East](#) are currently looking for a freelance Local Co-Ordinator to support their ambitious project *Take on Me*.

We are excited to connect with energetic individuals who have great knowledge of their local area, and are keen to develop their skills in arts management, communication, and project management. No specific experience in the arts is required; please see below for essential skills and experience. Full training in the role will be provided.

The project will work with local communities, going out to engage with people of all ages and from all walks of life, before culminating in a tour of our theatre production *Take On Me* to six leisure centres across England. The performance moves from space to space within the leisure centres. The project is run in partnership with five arts organisations and one local authority: South Street Arts Reading, The Lowry, Ideas Test, Ealing Council, Creative Arts East and Lighthouse Poole. Dante or Die are recruiting a **Local Co-ordinator** in each location.

Through their involvement in the project, the Local Co-Ordinator will gain vital skills and contacts to enable them to go on to run their own arts and participation projects locally; mentoring and longer-term support for this will be provided by Dante or Die and Creative Arts East throughout their employment.

The role would be a freelance position for six weeks, across several months, including various fixed dates between June 2018 and March 2019 to work on the production. See below for full schedule.

Take on Me

Set in the 1980s, the show is a humorous yet poignant exploration of body image, self-esteem and community. The protagonists – a grieving woman in her 50s and a thirty-something lifeguard – are both struggling with loneliness and self-esteem issues.

Through magical-realism and a plot inspired by 80s film narratives they literally save each other. Contemporary live versions of 80s classic pop hits narrate the audience's journey from changing rooms to aerobics studio to swimming pool, making it an accessible yet surprising performance.

Cast:

- 5 professional actors
- 7 Guest Cast, recruited locally from the community
- A group of local aerobics participants
- Local Choir



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Duties

- Working together with local partners to drive recruitment of participants (the 7 Guest Cast, aerobics participants and local choir), to perform in the production. This will involve contacting and visiting a range of local groups from community choirs to fitness classes at the leisure center, to introduce, explain and create enthusiasm for the project.
- Capturing potential participants; recording contact details, distributing relevant information and inviting and welcoming them to suitable taster sessions.
- Communicating with leisure centres; acting as a key point of contact and passing on any concerns they may have to the wider team.
- Supporting participants throughout the project; acting as their first point of contact regarding schedules, any issues and considering additional support they may require to allow them to participate fully in the process.
- Communicating with the wider team, to include: Dante or Die Producer & Directors, Participation Director, Stage Manager and Creative Arts East
- Supporting Dante or Die in evaluating the local impact of the project; for participants, audiences and the wider public.

Essential Skills or Experience

- Excellent local knowledge; of the geography and people of the area, as well as the leisure opportunities available.
- Excellent communication skills; 'a people person' – able to communicate with people of all ages and from all walks of life and consider their differing needs.
- Enthusiasm for the project and an ability to convey this to others.
- Good organizational and time management skills
- Good working knowledge of Word and Excel.
- Good pastoral skills; considerate and caring attitude to others.
- Enthusiasm for developing project management and/or arts administrative skills.

Desired

- Full clean UK driving license and access to a vehicle, in order to travel between more remote locations, to visit different groups.
- Enhanced DBS certificate.

Fee

£3000 for six weeks' work across June 2018 – March 2019

Travel to the below Training Sessions will be provided.



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Schedule

You would need to be available for all dates in the below schedule.

In addition to these fixed dates, you will be expected to undertake 2 and a half additional weeks of work on a freelance basis between August 2018 and October 2018. This will include working on participant recruitment, working with leisure centres & supporting the production.

Schedule:

Event	Date	Location
Training Session 1: Introduction	20 th June	Ealing (London)
Training Session 2: Recruitment	11 th July	The Lowry (Salford, Manchester)
Training Session 3: Recruitment & Leisure Centres	19 th September	Ideas Test (Sittingbourne, Kent)
Training Session 4: Production Period	4 th October	Creative Arts East
Residency 1	1 st – 6 th October	Creative Arts East / Alive Oasis, Hunstanton
Residency 2	22 nd – 27 th October	Alive Oasis, Hunstanton
Performance Week	20 th – 25 th November	Alive Oasis, Hunstanton
Celebration & Evaluation Day	1 day TBC in the period 4 th – 9 th March 2019	TBC

Contact

Please email Sophie Ignatieff at admin@danteordie.com with a CV and Covering Letter, consisting of no more than 1 page of A4 outlining your experience and interest in the position. Please indicate in your letter whether you are available for the above dates and if shortlisted, to attend an interview at Creative Arts East on Wednesday 30th May.

Feel free to call Sophie on 07894311504 if you'd like to have a chat about the role.

Closing date: 21st May 2018 at 5pm

Interviews: 30th May 2018 at Creative Arts East in Wymondham