



## PROJECT COORDINATOR

### Person Specification

#### Essential

- Interest/knowledge of dance/theatre
- Good project administration skills eg. scheduling, managing logistics and reporting to others of progress
- Experience of contributing to developing projects and ideas as a team
- Sensitivity to working with people from a variety of backgrounds
- Passionate about using dance to reach those least likely to engage with the arts/culture
- Confident in managing complex priorities within a fast paced environment
- Ability to work under own initiative, with a solution focussed attitude
- Strong collaboration skills and the ability to work as part of a small team
- Confident, competent and professional communication skills - listening, writing and speaking
- Good computer literacy including word processing and spreadsheets
- Persuasive marketer, able to relate to others and consider barriers to access
- An active commitment to diversity, equality and inclusion practices
- Successful candidate will need to undertake and pass a DBS check

#### Desirable

- Experience of dance as audience or participant
- Experience of youth work or community engagement projects
- Experience of working with hard to reach groups and/or people in vulnerable circumstances
- Skilled in using social media platforms
- Knowledge of Southampton communities and cultural landscape
- Experience of line management or building motivation and getting the best from your co-workers
- Knowledge/experience of tour booking
- Knowledge/experience of outdoor performance
- Experience of minute-taking eg. for boards, meetings, or other governance structures