



Director Support Role – Project OK

We are looking for a person who can support Artistic Director Kate Taylor with administrative and organisational tasks for a multistranded project.

Project OK

Project OK 2024 and beyond, will focus on mental health and wellness through a combination of inclusive outreach opportunities and performance work, targeting communities and schools in Central & North Warwickshire; professional dance artists and project collaborators will also experience the projects overarching fundamentals, through both practice and support. This is phase two following a research and development project in 2021.

The role will be light touch at a total of 1 day a month from April-December 24, and will be flexible. It will require some working in person within community and studio settings, and some working remotely/from home.

The role will include;

- Taking Notes
- Liaising with the Director and other team members
- Diary Organisation
- Basic Social Media Support (content collection)
- Organising and typing up documents
- Other areas of support as and when necessary

Required Skills;

- Excellent organisation skills
- Excellent communication skills
- Basic computer programme knowledge (word, excel, etc)
- Basic understanding of Social media platforms (facebook, Instagram)

*You will need access to a computer/laptop and access to a car is desirable as any in person work will be in rural areas with limited public transport.

Fees

£100 per day

Kate Taylor
katetaylor2008@live.co.uk



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Application

Please send us your CV and an expression of interest in a format of your choice (written application no more than 2 sides of A4, and voice note or video no longer than 3 minutes). Please send to katetaylor2008@live.co.uk.

Shortlisted Applicants will be invited to a short interview in person/or remotely on Wednesday 20th March (times to be arranged with you).

Deadline

Friday 15th March, 5pm

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