

 KDE DANCE

# PROJECT ASSISTANT

JOB DESCRIPTION  
2024



LOTTERY FUNDED

Supported using public funding by

**ARTS COUNCIL  
ENGLAND**

# ABOUT KATIE DALE-EVERETT DANCE

Katie Dale-Everett Dance is a not-for-profit dance company working to create accessible participation opportunities that allow people to discover more about themselves and those around them. Led by Artistic Director Katie Dale-Everett, our work focuses on creating positive impact through projects that inspire change, big and small, in individuals, groups and communities. Taking an interdisciplinary approach, we support people to improve their mental and physical wellbeing through dance, verbatim theatre and emergent technologies, such as motion capture.

Our work explores questions of how we connect and exist in digital spaces, and how we can support individuals in an increasingly digital world. With digital interaction permeating everything that we do, we look at its relationship with our bodies and minds, investigating how digital mediums (VR, motion capture, film, etc.) can work together with dance and theatre to bridge gaps in communication and connection, humanise technology and allow us to better understand how we relate to one another. Our work is often presented in non-traditional creative spaces and for people with little or no experience of dance. We believe that within the right environment, anyone can find creativity and connection in dance.

Supporters of our work include: Arts Council England, The Point's Associate Artist Programme (2018/19), Studio Wayne McGregor's QuestLab Network (2018/19), Dance Woking's Associate Artist Scheme (2021/22) and Goldsmiths, University of London (2022).





# ABOUT OUR LATEST PROJECT:

## PLAYSCAPE: HOW TO BUILD A GALAXY

How often do you allow yourself to play? We imagine not often enough.

'Playscape: How to Build A Galaxy' is an immersive performance installation that combines dance, motion capture technology and visuals to open up new possibilities for physical, social and digital connection. Interacting with projected celestial graphics whilst wearing motion capture suits beneath a scrim simulating the sky, participants work together to build a shared universe.

This project has been developed by Katie Dale-Everett Dance in collaboration with US technologists Erin Cuevas, Matthew Conway and Wahei Lam, as part of the Goldsmiths Mocap Streamer Virtual Residency (2022). The project is additionally supported by Arts Council England and PlayWell Productions.



## CONTACT DETAILS

Email: [katie@katiedale-everettdance.co.uk](mailto:katie@katiedale-everettdance.co.uk)

Phone: +44 (0) 77482 88479

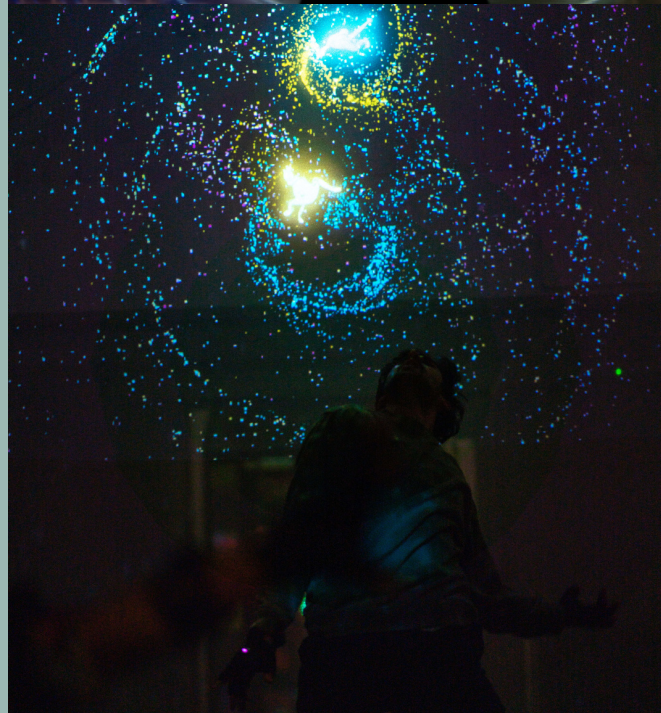
Website: <http://www.katiedale-everettdance.co.uk>

Instagram: [katiedaleeverettdance](https://www.instagram.com/katiedaleeverettdance)

Twitter: [KatieDEdance](https://twitter.com/KatieDEdance)

Facebook: [Katie Dale-Everett Dance](https://www.facebook.com/KatieDale-EverettDance)

TikTok: [kdedance](https://www.tiktok.com/@kdedance)



## ABOUT THE ROLE

### Responsibilities

- Booking rehearsal space
- Organising the diaries of the team
- Social media, blog and marketing support
- Supporting the Artistic Director and Producer
- Evaluation and data gathering
- Setting up new systems
- Administrative tasks

### Skills & Experience

- Excellent communication skills
- Experience working with social media and marketing tools
- Team player
- An interest in dance and/or technology
- Great organisational skills
- An outgoing, fun and open personality
- An interest in learning

### Working Days & Fee

- 18 x 7 hour days @ £125 per day
- Hours to be worked flexibly & mostly remotely
- Must be Sussex-based
- Deadlines to be agreed on contract
- Days to be used by 16/08/2024 with potential to extend

**Total Fee: £2250**

# HOW TO APPLY

**APPLICATION DEADLINE:**  
Saturday 3rd February 2024

**INTERVIEWS (REMOTE):**  
Tuesday 6th February 2024 (between 9.30 - 14.30)

**Q&A SESSION:**  
Tuesday 30th January 2024 (10.00 - 11.00)  
Email [katie@katiedale-everettdance.co.uk](mailto:katie@katiedale-everettdance.co.uk) to request the Zoom link

**APPLICATION:**  
Please send the following to [katie@katiedale-everettdance.co.uk](mailto:katie@katiedale-everettdance.co.uk)  
with the subject line '**Project Assistant**'

YOUR CV (incl. two references)

A short expression of interest that includes why you are suitable for the role (written, video or voice noted)

Any access requirements

A completed Equal Opportunities Monitoring Form:  
<https://forms.gle/CT1z5AjeHF74rHFL7>

Katie Dale-Everett Dance is dedicated to creating an accessible practice for everyone. If you would like to complete your application in another way that suits your needs, please do.

If you have any questions, require this information in an alternative format or would like to discuss your application further, please email; [katie@katiedale-everettdance.co.uk](mailto:katie@katiedale-everettdance.co.uk) or call +44 (0) 77482 88479.

We are an inclusive organisation and we particularly welcome applications from under-represented communities.

Photos by Erin Cuevas, KDE Dance, Jane Russell and Rosey Mich