Sussex Dance Network is delighted to share with our members and supporters that it has received Arts Council England Lottery Funding to deliver a 5-month programme of work.

We want to recruit a great Membership Co-ordinator to become part of the team that will be delivering the exciting programme of events aimed at growing our network’s ability to support and connect dance artists across the region.

**Responsibilities will include:**

To promote Sussex Dance Network’s membership and benefits through online and in-person communications. This may include social media posts, radio interviews, website updates and representing the network at festivals and events;

To advocate for the network and to organise new membership benefits by liaising with venues, dance companies and establishments;

Set up and attend monthly members meet ups;

Be the face of the network for members, answering any questions they may have and communicating directly with them about opportunities;

Coordinating and sending out newsletters;

Supporting Sussex Dance Network’s Producer in their work and working closely with our Marketing Lead and volunteers;

Welcome new members and update the rest of the team;

Help to coordinate a Members magazine.

**Candidates must:**

Be based in Sussex.

Have experience of arts administration.

Be passionate about dance and supporting artists.

Be able to work from home, but also willing to attend meetings in Sussex.

Be self-employed and be solely responsible for their own Income Tax and National Insurance Contributions.

Be able to be flexible with working hours and willing to work some evenings and weekends when necessary.

If you have journalism experience it is a bonus but not a necessity.

We also encourage the successful applicant to become a member (find out more [here](https://www.brightondancenetwork.co.uk/membership)).

Contract length: February to September 2019.

Pay: £1600 across the contract time @ £10 per hour.

We expect the role to take between 15 - 25 hours per month.

To apply please:

Send in your CV (no more than 1 page) with a covering letter expressing your interest and how you meet the requirements of the role. to: [producersussexdancenetwork@gmail.com](mailto:producersussexdancenetwork@gmail.com) confirming that you are available to be interviewed on the morning of Thursday 31st of January 2019 in Hove.

Sussex Dance Network values the diversity of its members, staff, and volunteers and is committed to equality of opportunity. We welcome applicants from all backgrounds.