



JOB APPLICATION PACK

ROLE: FREELANCE PRODUCER



Job Information

Location: Working from home. Access to Coventry would be preferable for catch up and check ins with Ascension Dance Team

Schedule: 1 day a week for 12 weeks.

The specific working day will be determined by the applicant in consultation with the leadership team. Regular communication will be maintained to ensure availability for check-ins and briefings throughout the contract duration.

Fee: £160 per day / Project Total: £1,920

Job start date: Week commencing Monday 24th March 2025

Contract end / Review: Week commencing Monday 9th June 2025

Contract Length: 3 months – Ambition to retain this role as a post-contract. This would be based on performance and achieving role deliverables within this period.

Application deadline: 12PM / Sunday 16th March 2025

Interviews: Week Commencing Monday 17th March 2025



Ascension Dance Company - About us

Ascension Dance Company, founded in 2017 by company directors Ashley Jordan and Ben Morley, was created to produce high quality contemporary dance work with a keen focus fusing a contemporary movement style with movement from physical dance forms and movement style such as parkour.

What are we looking for?

We are looking for somebody pro-active to join the Ascension team as a Freelance Producer. This is a role that will include working to support the performance elements of the organisation with our touring work, The Other Side and Early Weaves, and developments for new productions on the horizon such as i! & Amaris.

Some Deliverables

- Creating Documents (contracts, booking forms etc)
- Performance Project Management
- Tour Booking and communication.
- Updating Material (Tour Pack, Website, Tech Riders)
- Application writing for platforms and opportunities.
- Sharing residency information and potential development space.
- Liaising and relationship building.
- Performance present building – Website, conferences, networks.
- Sourcing items for the development and continued production of performances.



We are excited about everybody who works with us, and we encourage you to be authentically you. We want you to be able to bring your ideas to the table in order to develop our business. This role will not be passive, or man managed. We will do everything we can to support the successfully applicant, but we expect the person in the role to able to motivate themselves.

Experience Required (minimum 1 year experience required):

- Experience of working in a management, administrative or development role. Knowledge about dance if preferable.
- Comfortable working remotely at times using work planning software. Confidence with planning, balancing and manging they own workload.
- Driven, able to work independently and take initiative.
- High attention to detail
- Ability to manage and build new partnership.
- Comfortable with learning from mistakes and able to problem solve.
- Strong written and verbal communication skills
- Good at communicating with people and facilitating conversations.
- Commitment to development and sustaining the work of Ascension Dance.

You will be joining an ambitious and innovative team of creatives who are passionate about creating opportunities and challenging what has always been done. If you are somebody with a mind for craft elevation, then this could be the role for you.

This role does require you to have at least 1 year's experience working in management or administration. This could be coordinating, managing, or producing.



To apply please send your CV and a supporting statement to info@ascensiondance.co.uk

Your supporting statement should be no more than 1 pages and should include:

1. *Why you want to work for us and how you think your right for the role?*
2. *Why you believe you meet the job description and are who we are looking for?*
3. *Tell us a bit about any interests, hobbies or passions you have?*

We are open to hearing about your experiences and how they will add value to your application.

We are committed to being as inclusive and accessible as possible.

We welcome applications from all genders, socio-economic backgrounds, sexualities, those who have experienced racism and those who identify with having a disability.

Please advise us if you have any access requirements as part of your application and we will do our best to meet them. If you have any questions about the role, please email info@ascensiondance.co.uk.

Ascension Dance Company is committed to processing information in accordance with the General Data Protection Regulation (GDPR). The personal data collected via your application will be held securely and will only be used for the legitimate interest of this recruitment process



As an alternative for writing a 1-page supporting statement, we would be happy to receive:

- 2-minute video
- 2-minute voice note

Use the questions on the above page to help you to frame your application submission.

Application Requirements.

- Please ensure that you possess a valid DBS Check or are willing to undergo one as part of the employment process.
- Access to a laptop and Microsoft Word processing software (Word, Excel, or PowerPoint) is required.

We welcome applications from individuals who may require support in these areas; however, please specify this upon submission of your application.

More information about Ascension Dance can be found via our website and on our various social media platforms.

Website: www.ascensiondance.co.uk

Facebook: [@ascensiondanceuk](https://www.facebook.com/ascensiondanceuk)

Ascension Dance Instagram: [@ascensiondanceuk](https://www.instagram.com/ascensiondanceuk)

Ascension Youth Instagram: [@ascensionyouthuk](https://www.instagram.com/ascensionyouthuk)

X (Previously known as Twitter) : [@Ascension_DC](https://twitter.com/Ascension_DC)

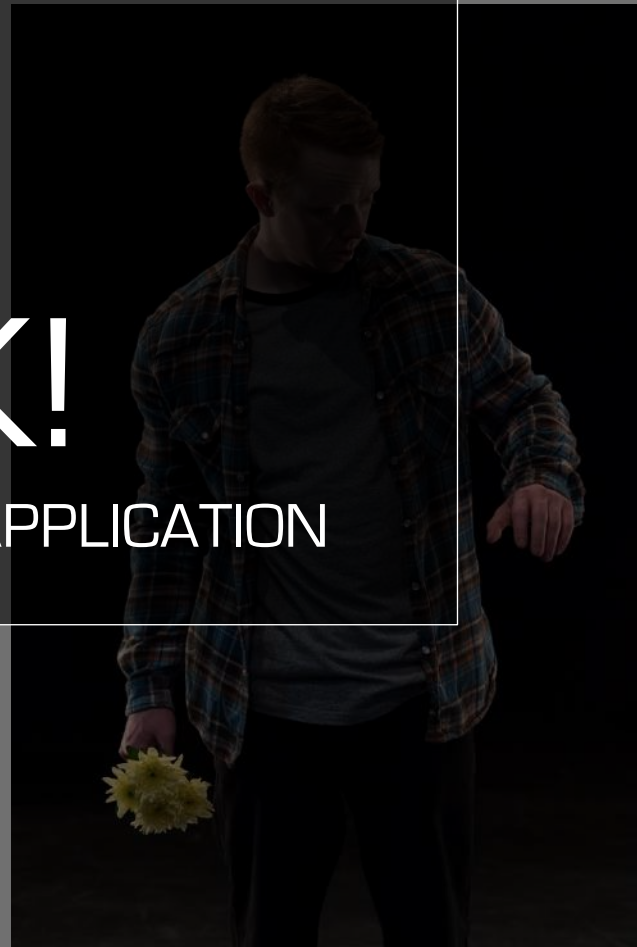
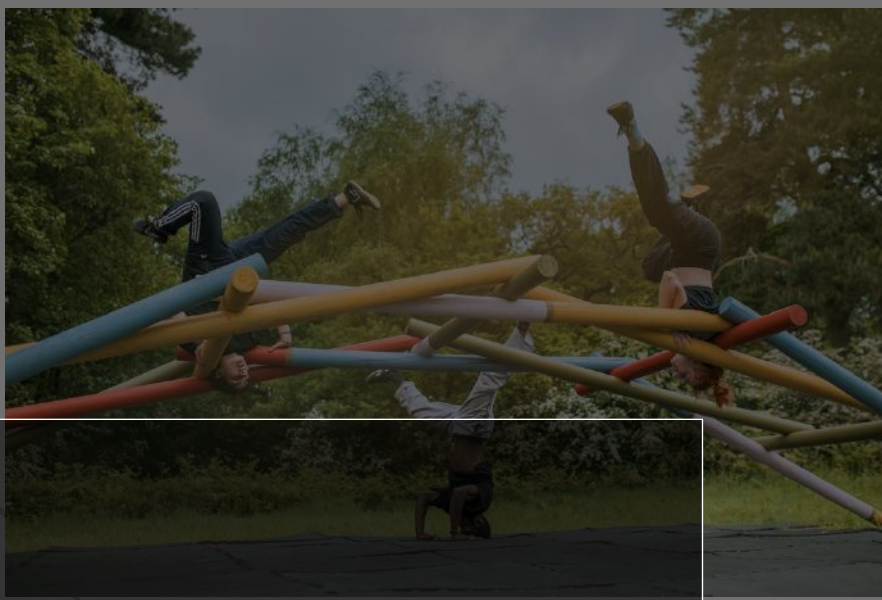
Ensure your application is with us by **12 PM / Sunday 16th March 2025**

Shortlisted candidates will be contacted by **6 PM / Sunday 16th March 2025**

Online or in-person interviews will be held the week commencing **Monday 17th March 2025**

References will be required upon request.





GOOD LUCK!

WE LOOK FORWARD TO RECEIVING YOUR APPLICATION