

Job Description: Project Assistant (freelance)

Reports to:	Artistic Director
Salary:	£100 per day, 2 days per week (i.e. 14 hours)
Contract:	Initial 3-month freelance contract with opportunity for extension

About Arts for Action

Based in the UK, Arts for Action is a theatre company creating interdisciplinary dance-theatre performances with a collaborative, international focus. We also deliver arts and communication projects for justice and international development in South Asia and Southern Africa.

Founder and Artistic Director Melissa Eveleigh has been making theatre and applying arts for development in diverse contexts for 17 years. Trained at The London Institute of Performing Arts (LISPA) and living and working for 14 years in Malawi and Zimbabwe, Melissa co-founded and led award-winning Arts and Development NGO, Nanzikambe Arts, in Malawi in 2003. She established a national programme for the arts and developed a national network of practitioners using social research, interactive theatre, and local media for positive change. She has directed multiple large-scale cross-cultural collaborations, productions, and performances.



Photo: H28, made in memory of Ugandan gay rights activist David Kato, in collaboration with Forgotten Angle

Key projects over the next 12 months include:

- ***Caste Away on the Spirit of Trade***: A trilogy of dance-theatre productions in India, South Africa, and the UK, exploring the history of indentured labourers shipped from India to South Africa by the British colonial government. In partnership with Tara Arts, London, Contact, Manchester, and the Market Theatre, Johannesburg.
- **Justice for refugees programme in Bangladesh**: Piloting a programme training facilitators in forum theatre and drama therapy techniques to provide psychosocial support and access to justice for Rohingya refugees. In partnership with BBC Media Action, UNHCR, and others.
- ***Yoga Girls***: A glimpse into the hilarious contradictions of the yoga industry and how wellness has been co-opted by big business. Co-produced by Attakkalari Dance, India.
- **South West Professional Development programme**: A training programme for emerging physical theatre performers in the South West of England, in partnership with Gecko and Lighthouse, Poole.
- **Arts Advocacy for Eritrea**: A production of Karl Hoff's play *I Am Your Brother* with an accompanying workshop and public engagement programme on the UK's foreign policy in respect of Eritrea, in partnership with English Pen and One Seyoum.



Photo: Training with the Human Drama team in Myanmar

Purpose of the role

The role will provide administrative and logistical support for the organisation and for specific projects, and act as an Assistant to the Artistic Director.

In this role you will be working remotely.



Photo: Workshop with Rohingya refugee children in Bangladesh

Main responsibilities

Project Administration

- Provide general administrative support to the Artistic Director and Project Coordinator - Development
- Act as Personal Assistant to the Artistic Director, managing her diary, arranging meetings, booking travel arrangements, personal admin etc.
- Organise logistics for theatre and international development projects, such as booking accommodation, organising flights, arranging visas, venue hire etc.
- Manage Arts for Action's contact and fundraising databases
- Research potential partners (e.g. theatres, NGOs)
- Preparation of bookkeeping documents

Fundraising

- Research new funding opportunities
- Maintaining fundraising records (e.g. grant deadlines) in the Arts for Action database

Marketing

- Manage Arts for Action's social media channels
- Update and maintain the Arts for Action website

Other

- This job description is not exhaustive; other reasonable duties may be requested by the Artistic Director

How to apply:

Please email your CV and cover letter (max. One page) **or** two minute video explaining why you are suited to this role to sarah.cassidy@artsforaction.org.uk by 16th April 10am