

**vincent
dance
theatre**

ARCHIVE PROJECT CO-ORDINATOR

JOB PACK

September 2025



WELCOME!

Thank you for your interest in working with Vincent Dance Theatre.

VDT's Mission is to produce and distribute collaborative, socially engaged dance theatre work on stage, on film and across online platforms. We create opportunities for people whose voices are usually less well heard. We move people to think differently.

As well as making new work, we facilitate extensive participation, mentoring, continuing professional development and sector leadership programmes locally in Brighton and across the UK working with 'experts through lived experience' and 'experts by profession' at every stage of the creative process. The company is committed to including care-experienced people in our activity and places rigorous safeguarding protocols and procedures at the heart of all we do.

2024 marked VDT's 30 Year Anniversary, 'moving people to think differently'. Working closely with Charlotte, the **Archive Project Co-Ordinator** will support to creation of a new online resource and archive of VDT three decades producing work. The role involves digitising, collating, cataloguing and digitally 'repurposing' materials to create an accessible, evolving online resource based on the company's unique practice.

This is a **one-off 6 month** opportunity to work closely with one of the UK's most established choreographers, unpacking the company's photos, videos, publicity materials and Vincent's personal sketchbooks, to archive our production work and lay foundations for new e-learning resources that reflect the politics, practice and aesthetics of our work for use and application in the contemporary context.

'Meticulously detailed, working across generations, it's more than dance. Charlotte is shouting in the spaces that matter.' **Judith Mackrell**

www.vincentdt.com



VDT AIMS:

- Creating and sharing our work on stage, on film and online
- Expanding the reach and application of VDT's participation work in arts and non-arts contexts
- Deepening engagement with our work via online e-learning opportunities and resources
- Enabling creative agency for people new to creative practice
- Sector Leadership, knowledge exchange, sharing best practice, CPD and developing place-based partnerships

Diversity and Inclusion

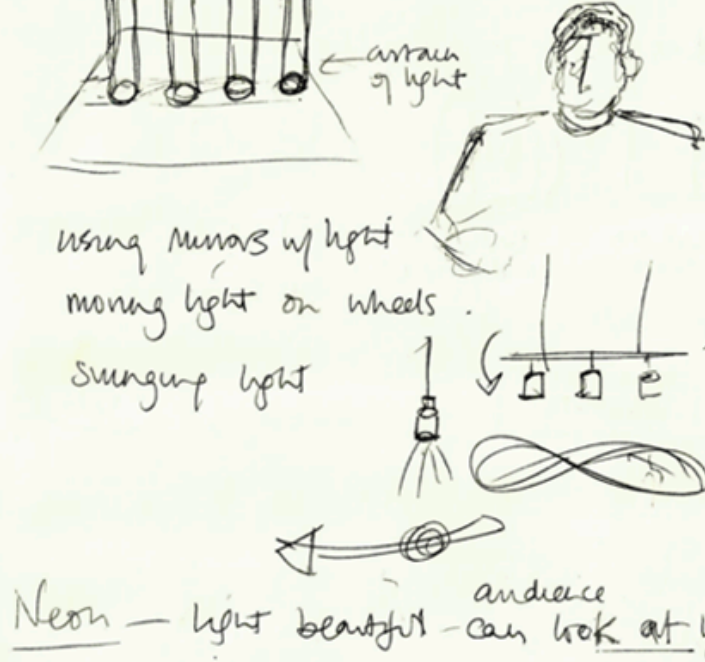
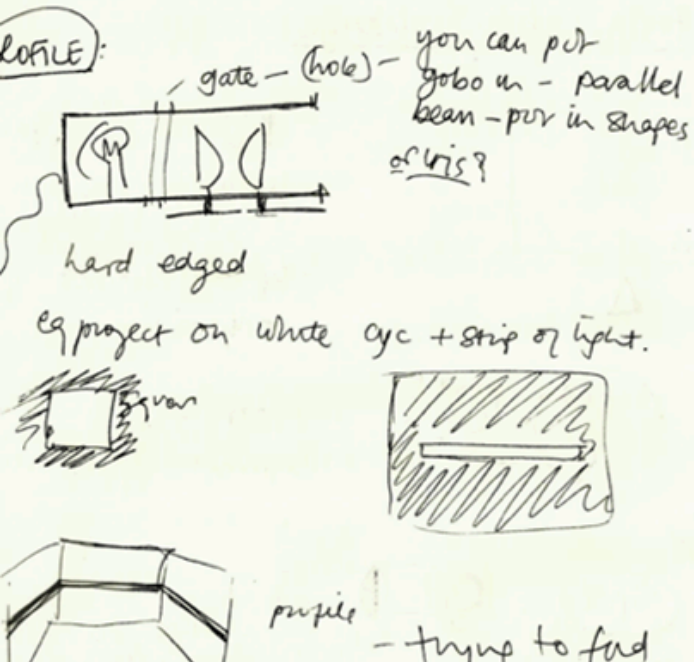
VDT strives to create an environment of safety and trust, in which authentic collaboration, exchange and creative risk can take place. We believe a diverse team leads to an organisation better placed to be innovative, creative and address complex issues with real integrity. We work within the spirit and practice of the Equality Act 2010. We aim to remove unnecessary barriers through training and development for our staff and freelance team members. We support our team to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions. We place and understanding of safeguarding procedures at the centre of everything we do.

VDT has a diverse Board and is committed to diversifying our current team. With this in mind, we particularly welcome applications from people of the Global Majority, people with disabilities (including 'invisible' disabilities or neurodiversity such as autism, ADHD and dyslexia), people who have lived experience of the care system and people from lower socio-economic backgrounds, as these groups remain under-represented in our sector.

We very much look forward to hearing from you!

Dr Charlotte Vincent, Artistic Director, VDT





ARCHIVE PROJECT CO-ORDINATOR ROLE

Vincent Dance Theatre (VDT) is a company with a 30-year history of creating socially engaged dance theatre.

Our performance work has always been committed to exploring complex social and political themes through a unique blend of dance, text and visual art.

In 2020/21 we are undertaking a significant legacy project to organise, preserve, and celebrate the company's extensive archive.

A substantial collection of materials documents the company's history and artistic evolution. It includes an array of physical and digital assets, such as production video recordings, digital and paper photographs, original lighting and set designs, scripts, texts, soundtracks, marketing materials and administrative records.

This role is a unique opportunity to work closely with Vincent to contribute to the preservation of a nationally significant body of work in the dance theatre field through an archiving process.

'Brave, Intelligent entertainment.'

The Times

'Agonisingly visceral and often beyond words.'

The Psychologist

We are seeking a proactive, highly organised and detail-oriented **Archive Project Co-ordinator** to provide crucial administrative and technical support for this unique archiving project. Working closely with the Artistic Director at our base in Brighton, you will be instrumental in documenting, digitising and developing resources around the company's 30-year history as Phase Two of our newly launched website – (Phase One just launched in September 2025).

This role is ideal for an individual with a strong foundation in administration and a keen interest in arts and heritage, particularly in preserving records and materials for future generations. You'll be a key part of a small, dedicated team and play a vital role in making our rich history accessible to the general public, peer artists and students.

Fee: £180 per day, freelance contract.

Length of contract: 2.5 days per week x 6 months, November 2025 – April 2026.

Working Pattern: Ideally Thursdays and Fridays to ensure enough contact time with the AD, plus one other half day per week to work independently. Flexibility is appreciated.

Location: VDT, Community Base, 113 Queens Rd, Brighton BN1 3XG,

KEY RESPONSIBILITIES

- **Project Management and Administration:** Actively manage a set project timeline and coordinate tasks to ensure milestones are met efficiently. This includes providing comprehensive administrative support to the Artistic Director and other project stakeholders.
- **Archiving and Documentation:** Assist in the systematic organisation, filing, labelling and cataloguing of a wide range of physical and digital materials. This involves accurately transcribing notes and documents to support the cataloguing process.
- **Digital Preservation and Systems:** Manage the digitisation, preparation and uploading of archive materials to VDT's new website / archive platform. Support the development and implementation of a new digital preservation system and catalogue, which includes data migration, system upgrades, and testing to ensure long-term usability and integrity. Support the development and online organisation of accessible resources around VDT's work with the AD.
- **Policy and Compliance:** Help develop and maintain clear archive policies and procedures in line with appropriate international standards. You will also be responsible for ensuring strict adherence to copyright and data protection regulations throughout the project.
- **Material Handling:** Locate and manage the secure transfer of archive materials to and from existing and future storage locations, ensuring their careful handling and protection.

PERSON SPECIFICATION

Essential Experience & Skills:

- Proven experience in a **project management, administrative or co-ordination role**, demonstrating strong organisational skills and a high level of attention to detail.
- Essential **awareness of archiving principles** and processes, including cataloguing, digitisation, preservation and data management.
- Proficiency in using **digital tools and systems**, including Microsoft Office Suite and cloud-based platforms and databases / collections management systems.
- Excellent **written and verbal communication** skills (including writing simple website copy).
- The ability to work **independently** and as part of a small team.
- **Video editing skills** (to extract and prepare excerpts from full digitised videos to upload to You Tube and prepare as Archive engagement resources).
- **Photoshop / Canva** for preparing images for use on website and engagement resources.

Desirable Attributes:

- A genuine interest in preserving records for posterity and a commitment to professional development.
- A logical, methodical approach to identification and classification of materials.
- The ability to skim and understand an extensive and varied range of material.
- A practical approach to problem-solving and the ability to anticipate and respond to changing needs in a fast-paced environment.
- An interest in dance, theatre, or heritage is a significant advantage.

1996 - CATHANIAN PLEASURES
1997 - IN OPTIMO CITY.
1998 - BODY INK PUBLICATION
1998 - GLASSHOUSE FILM

CV NOTEBOOKS 96-02
HEAVY

HOW TO APPLY

Please send the following via e-mail to VDT's Administrator Gemma Morris at gemma@vincentdt.com

- A CV outlining your professional experience to date
- A short covering letter which outlines **why you would like to work with Vincent Dance Theatre as our new Archive Project Co-ordinator** and **what skills and experience you would bring to the role**. Please note we will use an anonymous scoring system to assess applications.
- Provide details of **Two Referees**

Please also fill in our [Equal Opportunities Monitoring Form](#). VDT analyses this data to ensure we are reaching a wide range of people in our recruitment processes, to then make changes in future if we are not reaching widely enough.

Closing date for applications:

Midday on Friday 10 October 2025.

Interview Date:

Thursday 16 October 2025.

Please contact VDT's Administrator Gemma@vincentdt.com / **01273 911616** if you require further assistance with your application, need the application pack in a different format or have any questions.

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