



**Join Us for Tappin' In 2025 as
Project and Participation Coordinator**

Are you passionate about community engagement, project management and creative collaboration?

We are looking for an enthusiastic individual based in the East Midlands region to join our Tappin' In 2025 team and make a significant impact on our exciting project. If you thrive in an active environment and love working with diverse groups, this opportunity is for you.

About Tappin' In

Tappin' In is a not-for-profit company founded after a successful project for the Birmingham 2022 Commonwealth Games Culture Programme. Tappin' In aims to create accessible projects for those who may feel excluded from the arts. We believe in breaking down barriers using joyful, inclusive art forms, fostering skills and enthusiasm in a supportive environment.

Our work emphasises co-creation, celebrating diverse stories and promoting cultural integrity while minimising environmental impact. We aim to ensure everyone feels valued and empowered to make positive changes in their communities through meaningful shared experiences.

Tappin' In 2025

Working with Strategic Dance Development Organisation FABRIC and eight regional partners, we will co-create with participants a 12-week programme of dance exploring tap and percussive styles of dance and body percussion. Each group will perform in their local areas and will take part in a dance film to be premiered in Nottingham in September 2025.

Key Responsibilities

- **Community Engagement:** Be the primary liaison between participants, partners and the project team. Develop and oversee an inclusive access plan to ensure everyone can participate. Collaborate with partners and the Creative Producer to support participants' additional needs. Visit each of the eight groups regularly

throughout the project (e.g., weeks 1, 5, 12). Attend all local performances and the film premiere.

- **Project Management:** Coordinate logistics for community activities, including venues, materials, schedules and information packs. Work closely with artists, designers and performers to align the project with community contributions. Manage dance shoes, costumes and dietary requirements for each group.
- **Creative Collaboration:** Co-produce events and performances with the artistic team.
- **Marketing and Outreach:** Distribute promotional materials to encourage project participation. Document and share the community's journey through social media, local networks, and other channels, in liaison with Tappin' In and FABRIC MarComms teams. Ensure permissions for photos and filming with each partner for all participants. Ensure correct crediting is applied to all material.
- **Monitoring and Evaluation:** Gather and facilitate feedback from participants and stakeholders to evaluate the project's impact. Maintain accurate records of engagement activities and report regularly to the project team. Suggest improvements based on community input and lessons learned. Contribute to the overall evaluation with the core team.

Essential Skills and Qualities

- **Community Engagement Expertise:** Proven ability to build and maintain relationships with diverse groups, including participants, community partners and stakeholders. Strong interpersonal and communication skills to serve as the primary liaison between the community and the project team.
- **Project Management Skills:** Demonstrated ability to plan and coordinate logistics, including scheduling, venues, materials and resources. Attention to detail and effective time management to meet project milestones and deadlines.
- **Creative Collaboration:** Experience working alongside artists, performers and creative teams to co-produce events and performances. Ability to integrate community contributions into the creative process.
- **Marketing and Outreach:** Experience documenting and sharing community stories to inspire engagement and participation. Awareness of data protection and consent practices for media usage.
- **Monitoring and Evaluation:** Experience maintaining accurate records and reporting on community engagement activities. Ability to contribute to comprehensive project evaluations.

Desirable Experience

- Familiarity with arts and culture projects, particularly those involving community participation.
- Experience managing or supporting performances and public events.
- Knowledge of accessibility and inclusion best practices.

Personal Attributes

- A proactive and empathetic approach to engaging with community members from diverse backgrounds.
- Flexibility and adaptability to navigate the evolving needs of the project and its participants.
- A passion for the arts and a commitment to fostering community connections through creative initiatives.
- Relevant experience in community engagement, arts administration, event management, or a related field.
- Based in the East Midlands region. You have the option of home-working or using desk space in Fabric's Nottingham office.
- A valid driver's license or ability to travel to various community locations is advantageous.

Fee: £180 per day, approx. 40 days

Time Frame: March to October 2025

Application Process

To apply, please send a one-page A4 covering letter and CV outlining your relevant experience and reasons for interest in this specific project. Alternatively, you are welcome to submit applications in audio or video form. Please ensure this is no longer than 2 minutes in length.

Please submit your submissions to Artistic Director Stephanie Ridings at **info@tappinin.com** with "Project and Participation Coordinator – Tappin' In 2025 Application" in the subject line.

If you have any questions or would like to discuss this project, please email info@tappinin.com

Deadline: 5pm Friday 21st February 2025

Interviews: Wednesday 26th February - the interview will be online.

Selection Process: All applications will be reviewed and shortlisted by an experienced and professional panel. We actively encourage applications from artists who are underrepresented from a diversity of backgrounds with different experiences, skills, perspectives, and stories. We are particularly keen to hear from Global Majority or disabled and LGBTQI+ candidates.

FABRIC



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