



DANCE
UMBRELLA
MOVING LONDON

Diversifying Curatorial
Stewardship (DCS)

PROJECT MANAGER

Job Application Pack

About Dance Umbrella

Dance Umbrella is London's annual international dance festival – 48 years in the making and always moving with the times. Every year, the festival ignites the city with bold, boundary-pushing work from artists who reflect the diversity of our global city and bring world-class work to London for the first time. Reaching audiences across the four corners of London, the Dance Umbrella festival is committed to making world-class dance accessible to the whole city.

Dance Umbrella is a commissioner of new work, co-producing with partners in the UK and abroad to invest in the next wave of international choreographic talent. Alongside the annual festival, the organisation offers audiences the chance to experience work online through a curated programme of dance films and artist encounters.

Dance Umbrella Festival 2026 returns this October, across London and online.

About Diversifying Curatorial Stewardship (DCS)

Diversifying Curatorial Stewardship (DCS) is Dance Umbrella's major multi-year initiative (2026–2028) designed to transform curatorial leadership within the UK and international dance ecology. The project responds to a clearly evidenced sector gap: the absence of visible, supported career pathways for curators — particularly Black/Brown Global Majority, predominantly female-identifying and non-binary practitioners — and the resulting lack of diversity within those who shape artistic programmes, narratives and decision making.

DCS aims to create structural, long-term change by widening who curates, how curation is practiced, and who has access to networks, resources and influence. The programme builds on Dance Umbrella's sector-facing research (2023/24), which identified five recurring barriers to diverse curatorial leadership: lack of pathways, undervaluing of lived experience, unequal access to networks, freelance precarity, and limited spaces for honest dialogue about power and representation.

DCS is delivered through three interlinked mechanisms:

1. A National & International Steering Group
2. A Professional Development Pipeline: A structured pathway for emerging curators includes guest curator roles, curatorial fellowships, residencies and international research visits. This pipeline creates multiple entry points for early-stage curators with different backgrounds, practices and levels of experience.
3. A Sector-Facing Advocacy Campaign

Terms and Conditions

Job title: Project Manager

Reports to: Executive Director / Co-CEO. Works strategically with the Artistic Director / Co-Chief Executive.

Term: July 2026 – December 2028, fixed-term (for the duration of the project)

Hours: Part-time 0.6 contract (3 days a week)

Location: This role is mostly office based with some national and potentially international travel. Dance Umbrella's office is located in Somerset House, central London.

Salary: £38,000 per annum, (£22,800 pro rata)

Other Benefits: 15 days holiday per annum + bank holidays, company pension scheme, complimentary festival tickets, professional development support

About the role

This is a new role. The Project Manager is the central producer and coordinator of the DCS programme. This is a highly dynamic, relationship driven role that requires outstanding project management, coordination across multiple partners, a commitment to equitable practice, and excellent attention to detail.

The role manages all logistics, communications, planning, delivery and reporting across the programme, working closely with DU leadership, national and international partners, participants, consultants and funders.

Main responsibilities

1. Programme Coordination Across All Strands

Lead planning and delivery of all DCS activity including:

- Annual recruitment cycles for Guest Curators and Curatorial Fellows
- Coordination of two annual Curator Residencies
- Work with DU Senior Producer to provide support for Guest Curator programmes at DU festivals (2027, 2028) and partner festivals/venues (NottDance, The Lowry, DanceEast)
- Establish processes for effective project and stakeholder management
- Produce detailed schedules, work-plans and tracking documents
- Manage logistics including travel, accommodation, per diems, access adjustments and mentoring arrangements

2. Steering Group & Partner Management

- Act as the day-to-day coordinator for the DCS Steering Group (DU, The Lowry, DanceEast, FABRIC, Aerowaves)
- Schedule and support quarterly Steering Group meetings and check-ins
- Support partners' commitments to organisational change through the shared Theory of Change (ToC)
- Manage partner agreements, documentation and communications
- Maintain relationships with key stakeholders and funders

3. Recruitment, Onboarding & Participant Support

- Manage transparent, accessible recruitment processes including open calls, outreach and "town hall" information events
- Coordinate inductions, schedules, travel planning, mentoring arrangements and wellbeing support for:
 - Guest Curators
 - Curatorial Fellows
 - Residency participants
 - PAFNL participants
- Support pastoral care access, reasonable adjustments and freelancer-friendly scheduling

4. Advocacy & Sector Engagement Campaign

- Support delivery of advocacy plans, including panels, recorded conversations, publications, case studies and digital content
- Liaise with marketing team to support content creation
- Support DU 50th anniversary festival activity in 2028, including the DCS Symposium and sector-facing programme

5. Monitoring, Evaluation, Reporting & Theory of Change

- Work closely with DU's evaluator and Theory of Change consultant to implement evaluation frameworks, define indicators, coordinate feedback loops and track learning across all programme strands
- Manage data collection processes, including reflective journals, participant feedback, partner reporting, action-research inputs and sector-engagement metrics
- Contribute to written reports for funders, ensuring reporting requirements are met across narrative, financial and impact reporting cycles
- Support the production of case studies, impact summaries and evaluation-driven content for the advocacy campaign
- Maintain accurate and accessible documentation to evidence progress, impact and learning across the 3-year programme

6. Budget Management & Financial Processes

- Monitor budgets across travel, residencies, stipends, programme costs and international research
- Track expenditure, issue contracts, process invoices, and maintain financial records for ACE compliance
- Support financial scenario planning and match-funding tracking

7. Working Accessibly, Sustainably & Safely

- Embed access at every stage (e.g., BSL, captioning, care support, access riders)
- Implement environmentally responsible practices such as low-emissions travel planning and using Theatre Green Book frameworks
- Uphold DU safeguarding standards across multiple sites and international contexts

8. General Organisational Support

- Participate in DU team meetings, planning sessions and cross-department groups
- Support smooth office systems and processes as needed

Person Specification

Essential:

- At least 3 years project management experience in the arts / cultural sector.
- Experience coordinating complex, multi-partner projects.
- Experience of setting up and managing administrative and organisational workflow systems
- Experience working on diversity focused initiatives
- Experience supporting evaluation, monitoring and impact tracking of projects
- Experience administering funded programmes, including tracking applications, agreements, and reporting
- Demonstrated commitment to equity, anti-racist and inclusive practice.
- Strong relationship-building skills with artists, partners and freelancers.
- Excellent organisational and time-management skills.
- Experience managing budgets and financial processes.
- Experience of producing or supporting sector-facing events.
- Strong written and verbal communication, including report writing.
- Ability to work independently and collaboratively.

Desirable:

- Knowledge of dance, performance or curatorial practice.
- Experience with national and international cultural programmes.
- Experience using Theory of Change frameworks.
- Experience supporting access coordination.
- Familiarity with CRM systems and digital workflow tools.

Access Information

Access information and further detail about the job are outlined below. This is to provide further clarity on what the role will entail and some factors that may impact the person applying. Dance Umbrella (DU) is committed to making reasonable adjustments and not to disadvantage anyone based on disability or access needs.

If you would like further information or have a more in-depth discussion, please contact Katie at KatieT@danceumbrella.co.uk

Physical access - Somerset House

The Dance Umbrella office is located in the mid basement of Somerset House. Either a spiral staircase or a lift can be used to reach the mid basement. Please note that the ground outside Somerset House is made of cobblestone. Parking is not available on site.

Office and Travel

This role is mostly office based with some national and potentially international travel. Dance Umbrella's office is open plan.

Gender neutral and accessible facilities

The mid basement has two gendered bathrooms and one accessible facility. The public parts of the Somerset House building have some all gender facilities and some gendered facilities. There are further accessible facilities available throughout the building.

Your Application

Please submit the following:

- A **covering letter** (no longer than two sides of A4, with font no smaller than Size 11) outlining your skills and experience, and why you would be best suited to the role
- An **up-to-date CV** (no more than two sides of A4)
- The **names of two referees** (only contacted after seeking permission)

Please also complete the **Equal Opportunities form**, which you can find [here](#).

Email applications to:

KatieT@danceumbrella.co.uk

Subject: APPLICATION - PROJECT MANAGER (DCS)

Deadline for applications: **Monday 15 June 2026, 10.00 BST**

Interviews

Round 1: **Thursday 25 June 2026, in person at Somerset House (London)**

Round 2: **Wednesday 1 July 2026, in person at Somerset House (London)**

Ahead of the interview, Dance Umbrella will share:

- Photos of the interview space
- Photos of the interview panel members
- Interview questions

Dance Umbrella is committed to being a truly inclusive organisation - from our Trustees and team members to our audience and participants. We have a visible commitment to represent the society we live and work in on stage, off-stage and backstage.

DCS centres Global Majority lived experience, international perspectives and meaningful co-created change. We particularly encourage applications from candidates who bring lived experiences aligned to the communities DCS is designed to support.