

DANCEEAST

CAREERS START TRAINEESHIP

DanceEast Trainee

PAID PLACEMENT (APPROXIMATELY 4 MONTHS)

November 2025



MOVE | BE MOVED

**JERWOOD
DANCEHOUSE
IPSWICH**

FIND OUT MORE

01473 295230

DANCEEAST.CO.UK

About DanceEast

DanceEast's vision is a world where everyone can benefit from the vital and life-enhancing power of dance.

Operating in the East of England and beyond, our mission is to create new and exciting ways for people to move or be moved, through participating in, experiencing, or producing dance at its very best. We promote dance as an avenue for self-expression, discovery, and fulfilment; to enhance health and wellbeing; and as a tool to unite people and communities.

Three values drive us forwards: a passionate pursuit of quality, a commitment to making dance compelling, accessible, and inclusive for everyone, and a determination to focus effort and investment where it has the greatest impact.

Based at the Jerwood DanceHouse on the Ipswich Waterfront, we deliver high-quality dance opportunities through performances, community programmes, school partnerships, festivals, workshops, and year-round classes. We collaborate with national and international artists, partner organisations, and local communities to make dance inspiring, inclusive, and impactful. The Jerwood DanceHouse, a purpose-built building on Ipswich's waterfront, has a 200-seat theatre, four world-class dance studios, a high-spec digital suite, café and more.

Further information about DanceEast can be found at www.danceeast.co.uk



What Is a Career Start Traineeship?

We are working with the Jobcentre Plus team on the Career Start Suffolk programme to offer a paid, entry-level traineeship for someone who wants to gain hands-on experience in the cultural sector. This is an ideal opportunity to learn new skills, meet a wide range of people, and explore a career in the arts.

These traineeships are only available for people who receive Universal Credit. Supported by Jobcentre Plus, these short traineeships, offer the chance to explore theatres, libraries, and dance in Ipswich, with:

- Hands-on experience in cultural venues
- Friendly guidance and support from experienced staff
- Opportunities to build confidence and new skills
- An inclusive, welcoming environment

Purpose of the Role

As a DanceEast Trainee, you will join our team to get hands-on experience of what it's like to work in a busy dance organisation. You will help with setting up and running events, welcoming audiences, supporting visiting artists, and making sure the building is ready for activities. You will be involved in a variety of projects including dance workshops, performances in our theatre, holiday clubs and community events, giving you the chance to see how ideas turn into real events.

This role is ideal for a curious, motivated person wanting to explore a career in the cultural sector. The role will be tailored to the DanceEast Trainee's skills and interests, with training and support provided in all areas.

Examples of Main Responsibilities

The DanceEast Trainee will support a range of dance events, performances, classes and activities throughout the placement.

You'll work alongside the DanceEast team to gain insight into how a DanceHouse and charity runs, and play an active role in making projects happen.

You might find yourself...

- Welcoming professional artists, dance companies, participants and audiences, helping everyone feel comfortable and supported
- Taking part in team meetings to see how classes, workshops and events are planned and delivered, learning by watching and helping out
- Assisting with events such as Dance in a Day (young people creating and performing in one day), Baby Loves to Boogie (family disco events), HOST (a platform celebrating dance and age), and Dance for Parkinson's classes
- Helping the team get spaces ready for activities, including setting out equipment, preparing refreshments, taking registers, and making sure everything runs smoothly
- Helping with office tasks, such as keeping records, updating registers, and keeping things running smoothly.

This role is about learning by doing. You'll be fully supported by the DanceEast team and will take on real responsibilities. By the end of the placement, you'll have built valuable skills and gained experience that will help you take your next steps in the cultural or events sector.

Who is the ideal candidate?

The DanceEast Trainee placement is for individuals with little or no previous professional experience in the arts and cultural sector. For this placement, the ideal candidate would be a friendly and motivated individual with an interest in:

- Working with people, teams, or communities, and looking to gain experience in a professional arts environment
- Arts, events, or cultural organisations, and a curiosity to learn about how they operate
- Related skills such as basic IT, social media, or administration, with a desire to develop these further

At DanceEast we are committed to creating a diverse and inclusive workforce that reflects the communities we serve. We recognise that difference is a strength, and our working environment is one where every individual's unique contribution is valued and respected.

How the placement will work

You will be expected to work approximately 20 hours per week over a period of four months (approximately January – May 2026). A schedule of work and a programme of training will be agreed with you during the placement.

You will gain hands-on experience across DanceEast's Creative, Communications & Development, and Sales & Admin teams, supporting live events, workshops, performances, and community activities. This may include occasional evening or weekend work, and you will receive guidance and mentoring from experienced staff throughout the placement.

Fee

The placement is paid at £12.21 per hour.

You will also receive holiday entitlement of 20 days per year pro-rata, plus statutory UK bank holidays, pro-rata.

Additional Information

Responsible to:	Producer (Creative Health & Communities), and Interim Centre for Advanced Training Manager
Place of work:	Jerwood DanceHouse, Ipswich, IP4 1DW
Right to Work:	You must provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers are subject to receipt of satisfactory references.
Safeguarding:	An Enhanced DBS Check will be required, supported by Jobcentre Plus.
Pension Scheme:	If eligible, you will be automatically enrolled into a qualifying workplace pension scheme. You may opt out if you wish.
Additional benefits:	Complimentary tickets for DanceEast productions and classes (subject to availability), flexible learning and development opportunities, and staff discount at the DanceHouse café.

This placement is designed to be flexible and supportive, providing a practical introduction to the arts and events sector. The description is a guide to the nature of the work and is neither wholly comprehensive nor restrictive.

How to Apply

These traineeships are only available for people who receive Universal Credit. Applications will be managed through Jobcentre Plus. Interested candidates should speak to their Jobcentre work coach, who can provide further details and application guidance.

Find out more and register your interest by emailing:

ipswichjobcentre.familycommunityteamsuffolk@dwp.gov.uk

For an informal conversation about the role contact

Sophie.O'Connor@danceeast.co.uk



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