

Guidelines for Advertisers



JobSearch International (*JSI*) is the RAD's online monthly publication that advertises dance related job vacancies and schools for sale around the globe. Advertising is free and provides you with direct access to the right target audience; RAD members who are actively seeking employment.

When creating your advert please follow the suggested format outlined below. We have also included an example advert for your reference:

1. **Location:** County (UK only), Town/ City, Country
2. **Date posted;** this will be the month of entry into *JSI*
3. **Closing date** (if applicable) *
4. **Further information:** The Academy suggests that 'further information' should be used to promote your school and where possible include:
 - Job title
 - A brief description of the duties of the role for e.g. grades to be taught, hours per week
 - Qualifications, experience and any special skills required of the preferred candidate
 - Salary and other benefits.
5. **Contact details**

If no closing date is specified your advert will be removed after 2 months, unless you request that the advertisement is re-run.

Example

Location: HERTFORDSHIRE, BUSHEY, UK

Date posted: March 2009

Closing date: 23rd April 2009

Further information: Dance teacher required for a well established and friendly school in Bushey, Hertfordshire. This is a permanent post, teaching 20hrs Monday - Thursday and Saturday at £20ph. The teacher must be fully RAD qualified and able to take classes for students at Pre-Primary in Dance through to Advanced Foundation level. Previous experience in choreographing for performance would be an advantage.

Contact details: Please send your CV to: example@example.co.uk

Please submit entries to *JSI* no later than the 18th of the month. Your advert will then be included in the following month's publication e.g. advert submitted by the 18th of March will be included in the April issue of *JSI*. If your advert is received after this date, we will automatically publish it a month later e.g. adverts received after the 18th of March will be included in the May issue of *JSI*. We respectfully request that your advert is kept to a maximum of 150 words.

Please note that the Academy is committed to promoting equal opportunities and diversity and as such will not accept adverts that could be construed as discriminatory on the grounds of gender, race or ethnic origin, disability, marital status, age, religion/ belief and/ or sexual orientation. As an equal opportunities employer we will be happy to provide guidance on the appropriate wording for your advert. The Academy reserves the right to make amendments to an advert as we feel appropriate.

Please send your submissions and/ or any queries to the Marketing Communications & Membership Department via **e-mail:** nleiva@rad.org.uk or **tel:** +61 2 9380 1910.