

CV Advice for Folk Arts Educators

The following short set of guidelines is intended to help you stand on a level playing field with other professionals. Your personal CV may contain more or less than is listed here, but this should provide a helpful starting point.

First Things First

At the top under your name, make it absolutely clear what you are offering professionally:

Joseph Bloggs
Traditional Dance Teacher and Musician

Include your relevant contact details - telephone, email etc. and website or professional Facebook page – ideally at the top, laid out clearly:

Joseph Bloggs M.A.
32 Any Street
Muswell Hill
London N10
Tel: 0777 777 7777
Email: Joebloggs62@hotmail.com
Web: www.joebloggsfolk.org

Type Face

Choose your typeface carefully – don't use Comic Sans as your font – it looks too childish and a lot of teachers are allergic to it! Use a standard sans-serif font (e.g. Arial or Helvetica) for clarity and compatibility with multiple operating systems when sending digitally.

Acronyms

Avoid acronyms where possible – if you do need to use them, specify the full name then use the acronym in brackets. E.g. the English Folk Dance and Song Society (EFDSS) - please do retain full names of organisations / qualifications in your CV wherever possible. E.g. Musicians Union not MU – some organisations' acronyms aren't known universally.

Experience

Where you have direct experience of applying those skills in a relevant setting, state it in an experience section.

e.g

Autumn 2005	<i>Delivered bassoon workshops to Young Offenders aged 11-16 as part of Deep Routes project.</i>
Summer 2002	<i>Ceilidh Project teacher for Shooting Roots at Towersey Folk Festival working with 11-18 year olds.</i>

Membership of professional bodies

These add to your credibility, reflect your professionalism and are a good indicator that you meet the common standards expected of working professionals and that you are engaged with development in current practice.

On your CV include a section headed:

Membership of professional bodies/organisations

e.g Musicians Union, Folk Educators Group, National Dance Teachers' Association, English Folk Dance and Song Society, Sound Sense, People Dancing etc.

Many of these offer excellent professional development support as well as fringe benefits like instrument and public liability insurance.

Education

Beneath an appropriate heading list your relevant qualifications e.g:

- **B.A. (Hons) English Language & Literature, University of Liverpool 1993**
- **M.A. Applied Morris Dance, University of Loughborough 1997**
- **Post Graduate Certificate of Education 1998**

Usually, you'd only list your post-16 education, but for younger people it could be relevant to list earlier education.

Training

Beneath an appropriate heading list your relevant training courses attended / qualifications e.g;

- **Child Protection Course, Musicians' Union, May 2013 (Many of the professional bodies suggested above run CP courses for members.)**

Your Skills

You should include sections on your key competencies so an employer can see at a glance that you are the right person for a role – **Teacher, Trainer, Dancer, Musician, Dance Accompanist** etc. should all be listed with a brief précis of the core skills for each activity.

Make it clear what instruments you play and / or what forms of dance you dance – to what level. Also in which ones you have teaching experience and skills and to what level.

- **Dance teaching skills:**
- **English traditional folk dance forms - morris, country / ceilidh dance, maypole**
- **Musical skills: Guitar, bass guitar..... etc**
- **Project Planning**

Further Information

Clearly marked out in a stand-alone section should be:

- **Enhanced DBS Disclosure and date** – talk to us if you need advice on applying for DBS
- **Public Liability Insurance up to £n million (should be minimum £5 million)** – EFDSS can advise on this.
- **Full Driving License** (if applicable)
- **First Aid Certificate** (if applicable)

References

Don't include a stock reference, you may have addresses for referees, but in most instances it is sufficient to state:

- **References available on request.**

English Folk Dance and Song Society (EFDSS) Education Department, December 2019
education@efdss.org