

SPRINGS

DANCE COMPANY

JOB OPPORTUNITY: Company Administrator

POSITION	Company Administrator
HOURS	12 hours per week
CONTRACT	Permanent
SALARY	£13 per hour (£8,112 per annum, based on 12 hours per week)
LOCATION	Working from home
RESPONSIBLE TO	Co-Director (Executive/Operations) & Board of Trustees

BACKGROUND

We are a professional dance company, creating dance with heart and soul for more than 45 years.

We create and tour vibrant, life-enhancing professional dance productions for theatre, church, school and community settings. Our work is imaginative, inclusive and engaging for everyone.

We are actively seeking to build a diverse working culture that is reflective of the society we live and work in.

Schools

We are the UK's leading specialists in cross-curricular Dance and R.E. (Christianity) in schools. Our workshops and interactive performances are providing much needed resources for:

- Exciting ways for children and staff to engage with R.E. (Christianity) and P.S.H.E
- Access to high-quality arts for all children including the disadvantaged
- Children to access education in other ways than at a desk
- Physical movement, creativity and self-expression for children

Theatres and Libraries

In theatres, libraries and the wider arts world, we:

- Bring joy to everyone through dance
- Create and tour inclusive, imaginative & collaborative dance
- Bring alive books, making dance for all the generations to enjoy together
- Create dance that nourishes and values the whole person

Churches

Springs was formed in 1979 as a company that explored Christian worship and dance. In churches today we:

- Express faith in fresh and innovative ways
- Offer churches events for their whole community to enjoy together
- Connect, nurture and encourage people with a passion for dance
- Provide opportunities and training for people to combine their faith with dance

Please visit our web site for further details about all aspects of our work -
www.SpringsDanceCompany.org.uk

THE ROLE

We are seeking a keen and proactive learner with excellent communication and interpersonal skills, and a warm, approachable manner. The ideal candidate will be highly organised, show initiative and commitment, and have a meticulous eye for detail.

The Company Administrator plays a central role in supporting the Artistic Director and Executive/Operations Director in the day-to-day running of the Company. This role is responsible for ensuring the smooth operation of the Company's activities and provides vital administrative support across the organisation. Key responsibilities include responding to enquiries, booking workshops, coordinating freelancers, assisting with Company tours, and supporting publicity activity. This is a fantastic opportunity for someone with strong organisational and communication skills to join a small, dedicated office team within a well-established organisation with a significant and varied output.

The role is offered on a part-time employed basis for 12 hours per week. Initially, all hours must be worked during normal office hours on Mondays, Tuesdays and/or Thursdays. As the role develops, there may be scope for increased flexibility; however, approximately 75% of the hours will continue to be worked on Mondays, Tuesdays and/or Thursdays. We are looking for someone who can give at least 2-years' commitment to this role.

This is a remote role, although the office team aims to work together occasionally in Central London. As this is a remote role, applicants must have access to reliable Wi-Fi and a strong phone network during working hours.

We are committed to building a diverse and inclusive working culture that reflects the society we live and work in. We therefore actively encourage applications from under-represented communities and groups.

We are looking for someone who can give at least 2-years' commitment to this role.

RESPONSIBILITIES

- To assist the Executive/Operations Director in running the school education programme, including responding to enquiries, booking dates, liaising with freelance teachers, completing paperwork and organising travel/accommodation arrangements
- To assist the Executive/Operations Director and Producer to contract, book and manage tours by the Company
- To coordinate the Company's day-to-day affairs, including personnel and space (and clothing and stationery orders)
- To be the first point of contact for general company enquiries, including holding the company mobile
- To assist the Executive/Operations Director in coordinating and organising recruitment, including auditions
- To update the website
- To assist in promoting and managing the Summer Intensive and Open Workshops
- To create new opportunities for Springs Dance Company
- To develop and implement publicity for tours and other Company activities
- To keep up to date with and pass information to contacts, venues, patrons and sponsors of the Company
- To maintain the database
- To produce, edit, coordinate and mail out newsletters and Company information twice annually
- To help grow and maintain the Supporters scheme
- To assist the Artistic Director and Executive/Operations Director with general administrative tasks
- To attend and take minutes at Company and Trustee meetings including the AGM

Through everything the Company Administrator does, they should be willing to uphold the excellent reputation of Springs Dance Company and be committed to the aims and policies of the Company.

PERSON SPECIFICATION

Essential

Well-developed communication and inter-personal skills, with a warm and personable manner on the phone, by email and in person
Excellent organisational skills, initiative, drive and commitment
Fast working pace, meticulous eye for detail, delivering required results on time and within budget
Ability to work independently
At least one years' experience in an administrative role
Strong written and spoken English
Proficient in the Microsoft Office Suite
Commitment to working collaboratively within a small team
Practical, and good at problem solving, solutions focused
Supportive of and willing to work under the Company's Christian ethos and charitable objectives.

Preferable

An understanding of good arts practice and of practical issues affecting dance
Knowledge of the dance world, theatre world, formal education sector, and Christian community
Understanding of church organisation and structures across various denominations
An understanding of the educational and arts funding climate
Experience working with a CRM database system
Holds a UK driving license and ability to drive company van

The purpose of this document is to describe the key accountabilities that the person holding this position needs to achieve. It is not an exhaustive list of responsibilities of the role and the requirements of the role may change in consultation with the Co-Directors and the Board of Trustees.

HOW TO APPLY

Please **complete the application form** and **email your CV** to jobs@springsdancecompany.org.uk.

We are interested in finding the right person for the role who is dedicated and fits the essential person specification, regardless of their education or background in a similar role. Therefore, please use your supporting statement to do this and to demonstrate the qualities, strengths and transferrable skills you would bring to our team.

The monitoring form does not form part of the application and is simply for us to understand where you would have seen the role and how we might be able to do better in ensuring that everyone has fair and equal access to job opportunities with us.

Monitoring Form –

<https://springsdancecompany.org.uk/images/downloads/Equal%20Opportunities%20Form.pdf>

Deadline – Wednesday 11th March

Interviews will be held on Microsoft Teams during the week commencing 16th March 2026. It is anticipated that there will be a first stage screening interview, followed by a longer second stage interview.

If you have any questions about the job role or recruitment process, please do not hesitate to contact Eliza Reger (Co-Director – Executive/Operations) on jobs@springsdancecompany.org.uk