

# SPRINGS

## DANCE COMPANY

### JOB OPPORTUNITY: Company Administrator (Maternity Cover)

POSITION	Company Administrator (Maternity Cover)
HOURS	15 hours per week (flexible working hours)
CONTRACT	Fixed term (Maternity Cover). Whilst we are unable to confirm the exact end date of the fixed term, we expect that this will be for a period of up to 12 months.
SALARY	£22,750 pa pro rata / £12.50 per hour
LOCATION	Working from home
RESPONSIBLE TO	Company Manager & 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](http://www.SpringsDanceCompany.org.uk)

## THE ROLE

The Board is looking for one exceptional and experienced individual to become a core member of the team.

The Company Administrator fills a core role and supports the Artistic Director and Company Manager in the running of the Company. The Company Administrator is responsible for the smooth operating of the Company's activities. They also play a vital part in coordinating the dancers, scheduling, responding to enquiries, helping manage Company tours and for publicity. This is a fantastic opportunity for someone with excellent communication and organisational skills to join a small but dedicated office team, working for a very well-established organisation with a large output.

The role is offered part time employed for 15 hours per week. Working hours can be flexible, however 80% of the work would need to take place during normal office hours. This role would be working from home, although the office team try to work together occasionally in Central London. Due to remote working, the applicant must have access to strong Wi-Fi and phone network when working.

We are actively seeking to build a diverse working culture that is reflective of the society we live and work in, so we encourage applications from under-represented communities and groups.

## RESPONSIBILITIES

- To assist the Company Manager 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 Company Manager and Project Manager 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 stationary orders)
- To be the first point of contact for general company enquiries, including holding the company mobile
- To assist the Company Manager in coordinating and organising recruitment, including auditions
- To update the website
- To promote and manage 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 Company Manager 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

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 Director and the Board of Trustees.

## HOW TO APPLY

Please fill in the Application Form and Monitoring Form.

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 the questions on the form 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.

### **Application Form –**

<https://springsdancecompany.org.uk/images/downloads/Application%20Form%202025.pdf>

### **Monitoring Form –**

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

(Please email [jobs@springsdancecompany.org.uk](mailto:jobs@springsdancecompany.org.uk) if you wish to have Word files of either the above documents)

### **Deadline – Monday 10<sup>th</sup> March 2025**

Interviews will be held on Zoom during the week commencing 17<sup>th</sup> March 2025

If you have any questions about the job role or recruitment process, please do not hesitate to contact Eliza Reger (Company Manager) on [jobs@springsdancecompany.org.uk](mailto:jobs@springsdancecompany.org.uk)