

## Breakthrough 2026 Job Description

### Dance Consortium - Administrative & Programme Assistant

#### London & South East

Employer name	Dance Consortium Limited		
Employer Website	www.danceconsortium.com		
Employer main contact	Claire Morton, Senior Producer		
Employer email	Claire.morton@danceconsortium.com		
Start Date	28 <sup>th</sup> September 2026 6 month fixed term contract	Hours Per Week	25
Working week	Ideally 25 hours spread across 4-5 days/week, to be agreed with the successful candidate.  Given the nature of our work, flexibility in the hours/days worked will be required, including some evening/weekend working.	Hourly Wage	£14.80

Job Title	Administrative & Programme Assistant
Company Overview	
<p><b>Who we are:</b> Dance Consortium is a not-for-profit organisation that exists to tour the best contemporary dance from around the world to regional audiences and participants across the UK and Ireland.</p> <p>Founded in 2000 by the Chief Executives of 24 major UK theatres, our touring programme provides a platform for diverse, culturally distinctive, original and iconic dance companies from across the globe, providing audiences with access to a range of international dance experiences that would not otherwise be available. Our South-East members include The Marlowe Theatre (Canterbury), The Mayflower (Southampton), Milton Keynes Theatre, Wycombe Swan (High Wycombe), Brighton Dome, Sadler’s Wells (London) and Southbank Centre (London).</p>	

A bespoke programme of engagement and audience development activity accompanies each tour, enhancing and deepening opportunities for engagement. Since 2000 Dance Consortium has delivered 55 Tours by 30 different companies performing to over 800,000 people.

#### Job Description

A 6-month administrative role, offering hands-on experience of project and event coordination within the context of international contemporary dance, UK touring and audience/participant engagement.

The successful candidate will provide skills development and practical experience, both in an office context and on the ground in theatre venues/on tour. Working within our small and experienced team, the individual will make a meaningful contribution to and impact on Dance Consortium's practical and creative outputs, alongside their own professional development.

The successful candidate will build valuable job-based skills and experience, building a valuable knowledge base which can be applied to other contexts in the future.

- Building knowledge and experience of touring, gaining an insight into a variety of large-scale venues across the UK and Ireland (including commercial, independent, local authority and Arts Council England/Creative Scotland supported theatres), with opportunities to travel to our partner locations as appropriate.
- Broadening knowledge and experience in the dance sector through access to performances, engagement activities and events.
- Insight into learning, engagement, access and workforce development initiatives
- Induction into and support in utilising and maximising the efficiency of systems & processes (e.g. Microsoft 365 & AI).
- Data processes and analysis
- Insight into funding, including Arts Council England reporting requirements and systems
- Knowledge and understanding of policies and practical application including, Justice Equity, Diversity & Inclusion; Safeguarding; Health & Safety; Environmental.

Dance Consortium holds a special position in the dance ecology in that it is uniquely able to draw upon the knowledge and skills of the member venues and expertise, alongside connecting UK organisations and audiences to global artists and companies, and so the post-holder will have access to building their skills within this wider context.

This role will include assisting with:

- Project Management including bookings, scheduling and reporting/evaluation for UK tours and engagement activities, including learning and engagement activities and our Access programme.
- Event and tour support (e.g. travel, accommodation, catering, space booking, RSVP lists)
- Research (e.g. gathering information on tour locations and amenities)
- Data collection and reporting (including audience, participant and environmental data), assisting in strengthening the evaluation of our work
- Creation/administration of forms and surveys
- Assist in the production digital assets and marketing of activities
- Attendance at meetings (members, technical, marketing), training events and away days (knowledge, skills sharing and networking)
- Attending tour venues and engagement activities as appropriate (to be agreed)

Dance Consortium is a national organisation with an office in London (at Artsadmin, Whitechapel). The role will be primarily based in our London office, with some work in the tour venues on occasion, particularly those in the South East, as well as some work from home. We would expect the successful candidate to be in the London office (or in one of our South East member venues TBC) approximately 2 days per week. Due to the nature of our work, some flexibility around hours will be needed, including some work during evenings and weekends.

Travel costs and any necessary accommodation beyond the main work base and around the delivery of touring activities will be covered. Some assistance with travel costs to the post-holder's main work base may be available on discussion.

#### Skills and development

We are interested in working with people from all backgrounds and are open to the specific experiences the successful candidate may bring to the role.

#### **Candidates should be working towards:**

- Developing Project Management and Administration skills (they may already have some experience from previous employment, or from managing their own projects/work).

- Excellent written and verbal communication skills, with good attention to detail.
- Being computer literate across a range of programmes and tools including Microsoft Office 365, Word, Excel, Teams

**Desirable but not essential:**

- Some experience in dance/performing arts – this may be through formal education qualifications or through more informal routes/experience or interest.

**The candidate will need to:**

- Uphold Dance Consortium’s values and key policies (Justice Equity, Diversity & Inclusion; Safeguarding; Health & Safety; Environmental).

This list is neither exhaustive nor definitive and is meant as a guide to the main areas of work. The job description will be refined on appointment in conversation with the successful candidate.

**Personal Qualities**

- Have a genuine interest in the arts and in learning about and developing skills in dance and touring.
- Ability to use own initiative, manage multiple tasks/a varied workload.
- Personable and a natural collaborator/team-worker.
- Flexible and adaptable approach, including being available for some weekend/evening commitments.

**Future Prospects**

Dance Consortium holds a special position in the dance ecology, connecting UK organisations to global artists and companies, and so the post-holder will have access to building their skills and networks within this wider context, building a strong foundation from which to take their next professional steps. Previous initiatives have enabled people to go onto work in both our member venues and the wider arts sector.

**Interview Date(s):**

- Fri 4 September 2026, London