

FESTIVAL AND DEVELOPMENT ADMINISTRATOR



Festival and Development Administrator

Job title: Festival and Development Administrator

Term: Part-time (3 days a week), 1 year fixed-term

Hours: Standard Dance Umbrella office hours are 10am – 6pm, Monday – Friday. We are open to discussing flexible working options. We will explore this with candidates at interview stage. Due to the nature of the role and our sector, some evening and weekend work will be required.

Salary: £28,000 pro rata (£16,800 per annum)

Reports to: Executive Director/Co-Chief Executive

Benefits: 12 days holiday plus bank holidays (per annum), company pension scheme, complimentary tickets for all festival shows

About the role: The Festival and Development Administrator ensures the smooth operational running of the Dance Umbrella (DU) office. They work with the Senior Management enabling good company management, for example supporting with; maintenance of company policies and procedures, recruitment, governance requirements, financial processing, funder reporting and database management. They provide administrative support for other departments where required, enabling the successful delivery of the Dance Umbrella festival and associated projects. They will work closely with the Head of Development to support Dance Umbrella's fundraising efforts.

About Dance Umbrella: Dance Umbrella is a London festival 47 years in the making and moving with the times. We are an international home for dance across a global city. Every year our festival ignites London with the next generation of trailblazing artists. Our community is artist-centred, caring and representative. Dance belongs everywhere. We reimagine dance by pushing boundaries and moving people to feel dance is vital to their lives.

In 2021, Freddie Opoku-Addaie was appointed Artistic Director and Co-Chief Executive, and has already overseen four festivals at the helm, evolving Dance Umbrella into a hybrid festival for the first time in its history. Spanning in-person events across the capital and online, the festival showcases international talent, with emerging and diverse dance artists at the heart of our programme. Each year, we are joined by audiences from near and far, in theatre auditoriums and front rooms, to experience dance shows, new work for children, outdoor performances, workshops, discussions and films.

The full programme for Dance Umbrella's 47th annual festival will be announced in June.

Main responsibilities

1. Leading on company administration by:

- Being the first point of contact for the office for any enquiries
- Supporting with financial processing
- Supporting the company to ensure policies and procedures are up to date and fit for purpose
- Supporting the ED/Co-CEO in the servicing of the Board of Trustees
- Ensuring that key company meetings are accurately and appropriately recorded through minutes
- Coordinating meetings and assisting with recruitment
- Participating in internal training and induction of new staff
- Providing assistance as required to members of staff across departments
- Supporting with festival evaluation,
- Managing collation of data for annual reporting to Arts Council England
- Ensuring the company CRM is maintained and well managed

2. Provide support to the Programming team and Senior Management, including:

- Researching and organising travel, accommodation and performance tickets for both senior management and artists
- Managing the travel budget for Senior Management
- Provide PA support as required by the Senior Management including diary management, arranging meetings and personal expenses
- Providing support to internal and external projects as required

3. Lead on the day-to-day running of the Dance Umbrella office by:

- Ensuring that office systems are aligned to the operational needs of the company
- Liaising with Somerset House where required to ensure the office space is functional and compliant with health and safety standards
- Liaising with DU's IT support to ensure IT requirements of the company are identified and met
- Assisting in the smooth running of the office by overseeing maintenance of office equipment, the ordering/delivery of various services including office equipment, postage and deliveries, couriers and taxis, cleaning and security
- Undertaking other duties as appropriate to ensure the office is presentable and well-maintained for staff and visitors

4. Support Dance Umbrella's fundraising with:

- Researching potential trusts and foundations
- Maintaining donor stewardship on a regular basis (emails, newsletters, invitations)
- Assisting with fundraising campaigns
- Assisting with the planning and delivery of fundraising events
- Updating development activity on the CRM

Plus any other tasks as reasonably required.

Person Specification

Essential skills, experience and attributes:

- Strong communication, organisational and administrative skills
- Strong literacy and numeracy skills
- At least one year work experience in an office environment
- The ability to work discreetly with confidential information
- IT experience including Microsoft Office packages and Zoom
- Ability to prioritise workload
- The ability to work effectively independently and as part of a team

Desirable skills, experience and attributes:

- Office management experience
- Experience of minuting meetings
- Knowledge of working for a charity
- Fundraising experience, for example application writing or donor management
- Knowledge of arts and/or dance sector
- Experience of using Beacon or other CRM systems
- Knowledge of Mailchimp or other electronic mailing systems

Access Information

Dance Umbrella (DU) is committed to making reasonable adjustments and not to disadvantage anyone based on disability or access needs.

If you would like further information or have a more in-depth discussion, please contact Amy at AmyS@danceumbrella.co.uk

Physical access at Somerset House

The Dance Umbrella office is located in the mid-basement of Somerset House. Either a spiral staircase or a lift can be used to reach the mid-basement. Please note that the ground outside Somerset House is made of cobblestone. Parking is not available on site.

Gender neutral and accessible facilities

The mid-basement has two gendered bathrooms and one accessible facility. The public parts of the Somerset House building have some all gender facilities and some gendered facilities. There are further accessible facilities available throughout the building.

Your Application

Please apply in writing telling us in no more than two pages:

- Why you want to work with DU
- Details of the qualities and experiences you would bring to the role, and how that meets the person specification
- Earliest available start date
- The names of two referees (only contacted after seeking permission)

Please include your **CV (maximum 2 pages)** and complete the **Equal Opportunities form** [here](#).

Applications should be sent by email to Amy Sheppard AmyS@danceumbrella.co.uk with the subject line APPLICATION FOR FESTIVAL AND DEVELOPMENT ADMINISTRATOR.

For any access requests please contact Amy via email.

Deadline for applications: **10am BST, Monday 2 June 2025**

Interviews

Interviews will be held in-person at Somerset House in London on Wednesday 11 June 2025; second-round interviews will take place via Zoom on Monday 16 June.

Ahead of the interview we will:

- Share a photo of the interview space
- Share photos of the interviewer panel
- Share the interview questions

If you have further questions or for any access requests, please contact Amy Sheppard at AmyS@danceumbrella.co.uk

Dance Umbrella is committed to being a truly inclusive organisation - from our Trustees and team members to our audience and participants. We have a long-term visible commitment to represent the society we live and work in on stage, off-stage and backstage.

We particularly encourage applications from groups who are underrepresented in the cultural sector including disabled people and people from Black, Asian and Global Majority ethnic backgrounds. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.