

Administrative Assistant

Fee:	Monthly fee will be paid at national minimum wage according to age of applicant which for people over 21 will be £12.21 per hour and under 21 will be £10 per hour. 10 hours per month April to August inclusive plus 7 days at NYB residential 10-16 August 2025 Residential fee will be £100 per day for 7 days.
Contract:	Freelance, to be invoiced on a monthly basis. At least one hour per week to align with the NYB RPC creative team.
Probationary period:	2 months
Responsible to:	Amelia O'Hara, Artistic Director RPC
Working with:	Katie Eldridge, Projects Coordinator

National Youth Ballet - Inspire, Move, Create

Our mission is to bring young people together through creative, joyful and inclusive ballet activities that nurture confidence, skills and positive values. Our vision is that young people are empowered to thrive, shaping the future of ballet and the world around them.

National Youth Ballet believes that ballet can be for everyone. Our programmes aim to challenge perceptions about what ballet can be and who it is for. NYB has provided transformational opportunities for young people for over 30 years to participate in, create and perform classical and contemporary ballet.

Following the success of Evolving Visions 2024, NYB is excited to return to Elmhurst Ballet School in August 2025 for our summer residential. NYB is seeking a freelance **Administrative Assistant** to support our Artistic Director and Projects Coordinator in the planning, preparation and smooth-running of the Residential Performance Company. This is an entry level role for someone who is passionate about the arts and interested in exploring how to develop their skills as part of a team. It will suit someone who is highly organised, with a passion for dance, music or theatre and for working with young people, who thrives on systems and attention to detail and can work to deadlines. If you think this might be you, then we would love to meet you!

We are committed to developing a more diverse workforce and we understand that everyone develops their skills in different ways and that many skills are transferable from different settings. We encourage all those interested to consider applying. You do not need to have a university qualification. We are just looking for the right person who can join the team and develop their skills with us.

The role will be well supported by the Artistic Director and Projects Coordinator. It is a great opportunity to get to know what it's like to work as part of a team, and to be part of the planning and preparation for a summer residential.

Please note that to apply for this role you must be over 18.

Key dates

You must be available during the run-up to and delivery of our residential performance company including:

- Planning and preparation until 9 August 2025, but key availability in May, June and July, including brief weekly zoom meetings (ideally on Monday / Wednesday)
- Residency at Elmhurst Ballet School from Sunday 10 August - Saturday 16 August 2025 inclusive and you will be required to be available and in residence throughout this period. All accommodation and food is provided at the residential.

Name of the Role: Administrative Assistant
Purpose of the Role : The Administrative Assistant (AA) sits in the creative team and will work closely with the Artistic Director (AD) RPC and Projects Coordinator (PC) to provide administrative support to deliver the RPC and NYB's wider artistic activity of widening participation. In this role, the AA will begin to grow and embed the skills needed to lead on NYB administrative activity. The AA supports the smooth-running of NYB with the rest of the team, but in particular the General Manager (GM), Projects Coordinator (PC), and Artistic Director (AD).
Line Managed by: Projects Coordinator
Supported in the Role by: Projects Coordinator and Artistic Director
Key Responsibilities and Deliverables <ol style="list-style-type: none">1. Work closely with the Artistic Director (AD) and Project Coordinator (PC) to provide administrative support for the Residential Performance Company and any additional NYB activities as required.2. Be present on site at the Residential Performance Company (RPC) to support the PC. NB. The AD is the first point of contact for practitioners and PC is the first point of contact for parents/carers and for all administrative questions.3. Be available for a short weekly check in with AD/PC where possible this will be on zoom, otherwise over email.
Systems and Processes <ol style="list-style-type: none">1. Database/Good CRM : support PC, AD and GM to maintain data of all selected participants, their contact details and their agreements securely stored in accordance with data protection and safeguarding commitments.2. Keep a database record of all auditions and offer outcomes and work with PC to create a comprehensive database of students and parents for the season.3. Support PC to check participant permissions for social media and travelling alone and highlight to relevant teams if required.

Communications

1. Work with PC in responding to any technical audition questions or enquiries. Email templates will be supplied by PC.
2. Oversee the admin@ inbox with PC and support to send email responses to parents after auditions. Email templates will be supplied by PC.
3. Support PC in responding to enquiries for the season.
4. Support PC with printing for the season.
5. Liaise with our Safeguarding and Support Team Manager, Wardrobe, Technical and Artistic departments.
6. Provide general administrative support to the company.
7. Send reminder emails prior to activities when required. Templates will be shared by PC
8. Support PC to send welcome pack to students .
9. Check status of forms to be completed ahead of activities and send emails to any participants with outstanding forms to complete.

Compliance, Safeguarding

1. Work within GDPR legislation.
2. Maintain an awareness of organisational activity by attending brief weekly zoom meetings with AD/PC.
3. Contribute to the strategic priority of broadening access to increase diversity of NYB participants, contributors and content .
4. Comply with and practise the Policies and Procedures of NYB especially including the Safeguarding policy.
5. Ensure that all work related to NYB is stored on the google drive and shared with appropriate team members using links to the Google Drive (not via attachments).
6. Undertake appropriate training for all relevant systems, and particularly Good CRM to ensure they can update and maintain our database.
7. Ensure that the environmental impact of all activity is considered, and where possible harmful impacts to the environment are minimised.
8. NYB acknowledges that there is a climate emergency. We are committed to ensuring that we do as much as we can to reduce our impact. This includes all team members playing their part in seeking out sustainable practice, and implementing measures accordingly. We can do this in practical ways by reusing costumes, encouraging active travel, raising consciousness amongst our young people and being an advocate for good practice. All contractors agree to support NYB to develop practical ways of delivering on this commitment.

Core competencies and essential requirements

1. Strong written communication skills and collaboration abilities
2. Basic knowledge of computer programmes such as microsoft word, excel
3. Confident with general administration, such as sending emails
4. Strong organisational skills
5. Basic knowledge of google drive / calendar (not essential, this can be taught)
6. Interest in the creative sector
7. Ability to work independently and to meet deadlines
8. Strong interpersonal skills
9. Commitment to equality, diversity and inclusion.
10. To always uphold the NYB values, purpose statement, vision and mission

Please note that the above list of responsibilities is not exhaustive and at certain times you may be asked to perform additional duties, as required, to support the core team.

Working arrangements

NYB does not have an office and therefore your usual place of work will be working from home. Your role may require you to work flexibly to complete your duties, and you may, from time to time, be required to work alternative or additional days (including evenings, weekends and bank holidays) to meet the requirements of your role, and these hours will be agreed in advance between yourself and your line manager in accordance with the requirements of the role and National Youth Ballet. Contribution towards travel and work-related expenses for meetings/related activity can be discussed.

How to apply

If you would like to discuss anything in relation to this application or to find out more about the role, please don't hesitate to get in touch with info@nationalyouthballet.org

Interested candidates should complete the [NYB Safer Recruitment application form](#). Please use this form to show us how your skills and experience meet the core competencies and give examples of how you have the necessary experience to demonstrate you are qualified for the responsibilities and deliverables. Please do not apply for the role if you do not meet the core competencies. Please use Section 10 on the application form to tell us how you meet the criteria for the role and why you want to work for National Youth Ballet. Applications can be sent by email to our General Manager, [Charlie Fulton-Langley](#). In the subject line please write: *Admin Assistant*. The deadline for receiving applications is **Monday 31 March 2025, 9am**.

NYB promotes a Culture of Inclusion. Reasonable adjustments will be made for applicants if required, so please let us know if you have any access or additional needs. Disabled applicants who meet the minimum essential criteria for the role will be offered an interview.

In order to support our work to become a more inclusive environment, we encourage all applicants to complete our [Equal Opportunities Monitoring Form](#).

Interviews

First round interviews will take place on **Wednesday 9 April 2025**. Interviews will take place via Zoom.

NYB practises Safer Recruitment. In line with our Safeguarding Policy if you are offered the role, you will be subject to a DBS check.

Date created: 6 February 2025

NYB Values	
Safe	We champion healthy and sustainable practice.
Nurturing	We contribute to a mutually positive and nurturing experience.
Respectful	We are respectful of each other, and show this in our interactions with everyone; both online and in person.
Inclusive	We value diversity and proactively seek to create an inclusive environment for all stakeholders.
Communal	We are a community and we grow from our shared experience.
Creative	At our core we are creative and collaborate in our creative process.
Challenging	We challenge perceptions about what ballet is and conventions about who ballet is for.
Sustainable	We acknowledge that there is a climate emergency. We are action-oriented and committed to using our influence, resources and skills to be a positive force for change.
Exceptional	We work hard to create high quality educational and dance experiences.