



### **Administrative Assistant**

(London Based – Part-time 0.6 or 3 days a week)  
0.6 of £19,200 p.a = £11,520 p.a or £960 per month

**This is a temporary post until June 30<sup>th</sup> 2019**

THE SUCCESSFUL APPLICANT WILL BE CONTRACTED ON A  
FREELANCE BASIS FOR THE DURATION OF THIS PROJECT.

### BACKGROUND

Impact Dance is a Hip-Hop Theatre Company, Street Dance Organisation and Educational Facilitator based in London, which has been established since 1995.

Impact Dance has recently received Organisational Development funding from Arts Council England and over the next 2 years aim to continue to bring quality to the arts via our national and international connections specifically in youth dance working with young people aged 7-17 predominantly, but not exclusively, in the Borough of Brent. The activity will engage multiple schools, create 3 small-scale dance events and 1 larger scale event. We will also set up a second Impact Academy in Brent to mimic our current Central London Academy in Mayfair. The Impact core team is undergoing extensive organisational development, including networking and consultancy as we continue to manage our existing Academies and the London Youth ensemble *Authenticity*. This whole programme of activity is designed to feed the transition of the work of Hakeem Onibudo as an individual into the formation of a leading Dance Development Agency.

Impact Youth was the foundation of the Impact Dance Company in its inaugural year in 1995. From there it has grown to be one of the most successful Street Dance Youth companies of its time. In 2005 Impact Youth became the first London company to represent their region at England's National Youth Dance Festival (now known as U.Dance) in Birmingham.

The company has performed at various venues and events and worked with large institutions including: NEC and NIA Birmingham, Sadler's Wells, Peacock theatre, Nickelodeon TV, Royal Ballet School, C4 amongst others as well as International theatre partners in Amsterdam. Impact Youth creates dance theatre pieces combining a range of different styles including hip-hop, street dance, contemporary movement and physical theatre to create narratives. We work with young people aged 11-17, training once a week.

## ROLE

**This is a temporary post and is supported using public funding by Arts Council England.**

The Administrative Assistant's (AA) main role is to provide administration support to the company. They will report directly to the Academy/Learning and Participation Manager and will work closely with them, to deliver vital administrative support on all aspects of the activities that are directly related to the shaping of the companies ethos. They will also act as first point of contact for enquiries and will be responsible for liaising with the companies' working partners.

The AA will be responsible for all office administration and organisation of the office space including stationary, filing and general presentation to allow the company to maximise their efficiency.

In order for the AA to carry out the role effectively they need to manage the diary of the Academy, providing a clear schedule of the activities and commitments the Academy/Youth company have coming up. The AA will need to take the initiative to set up meetings and plan for the successful delivery of these engagements with the rest of the Impact Dance team. The AA will also need efficient money management skills as they will need to facilitate activities such as the collection of student fees at the Saturday Academy.

This is a highly committed role that will suit a proactive, hardworking and professional individual with a minimum of 6-12 months experience of working in an arts administration environment. Knowledge, experience and a passion for dance is highly advantageous. The successful individual will have the exciting opportunity to come on board and be an important part of a fast growing company with 23 years experience in the industry.

### Main tasks and responsibilities

- Act as the first point of contact for Impact Dance
- Organisation and collection of student fees. Chasing of outstanding payments.
- Liaising with venues and companies; for example, caterers and various other suppliers to make bookings and organise sub-events.
- Co-ordination of meetings, room bookings and taking of minutes.
- Liaising with other Youth Companies in the UK and disseminating relevant info about the company.
- Updating the company website and social media including Facebook, Twitter and Instagram.
- Creation and maintenance of efficient and effective communication triangles between students, their parents/carers and the artistic/management team
- General running of the office, ordering stationary stock, and room presentation for meetings.

### Personal skills/qualities

- Efficient, self-motivated and responsible, with a high degree of commitment.
- Discretion, confidentiality and diplomacy (these are essential)
- Calm under pressure with highly proficient problem-solving skills.
- Flexible attitude, willingness to work weekends and evenings
- Exceptional time management and organisational skills.
- Excellent communication skills both verbally and in writing.
- Understanding of general social media, including Facebook Twitter and Instagram.
- IT literate- proficient in Microsoft Office EXCEL and WORD.
- A keen interest in and enthusiasm for the Arts.
- Experience in marketing is desirable
- Knowledge of current Youth Dance Sector. A background in either the African Diaspora and/or Hip-hop Dance would be an asset in this role.

### **Salary**

0.6 of £19,200 p.a = £11,520 p.a or £960 per month

Paid on the last working day of each month.

### **Contract Terms and Days of Work**

This is a temporary, part-time, freelance position with a commitment of 3 days/20 hours per week.

Based on the present structure, Impact Dance expects required working hours will be as follows:

Wednesday 10-6pm\*

Thursday 10-6pm\*

Friday 10-1pm

Saturday 10-1pm based at Central London Academy (Mayfair)

\* 1 hour unpaid lunch

Our Impact Dance Office is based in Willesden Green (London NW5) and you will be located there on Wednesdays, Thursdays and Fridays.

In addition, the AA needs to check his/her email on a daily basis and respond in kind to any immediate enquiries.

***If there is an overflow of work which requires more hours per month the AA must immediately contact their line-manager so that work can be delegated***

Management reserves the right to formally terminate this agreement in the best interests of Impact Dance. In the event that this has to happen, 4 weeks' notice will be given to the AA. In the same way, the successful applicant will need to provide 4 weeks' notice of termination of role.

### **Additional Information:**

- The person above is hired on a freelance basis and is not EMPLOYED by the company. The person hired is therefore responsible for paying his/her own tax.
- Investment and training by the company is on the company's discretion and is not a right or held within a contractual agreement.
- The above role is an administrative support role. This role is not a development/artistic role within the company.
- Impact Dance continues to pursue new roles for the growth of the company in 2019 and will offer opportunity for those suited to any role requirements.

### **HOW TO APPLY:**

Please send (1) CV and (2) Cover letter which specifically answers the following three questions:

- (1) Why are you interested in working for Impact Dance?**
- (2) What can you personally bring to our fast growing organisation?**
- (3) What are your aspirations and how does it fit into why you are applying for this role?**

If you do not answer all the questions your application will not be considered.

Please send your CV and completed Cover Letter to Rebecca Leslie Academy Manager/Learning and Participations Manager  
[Rebecca@impactdance.co.uk](mailto:Rebecca@impactdance.co.uk)

The closing date is 5pm **Friday 25<sup>th</sup> January 2019**

Shortlist Applicants will be contacted by: **Wednesday 30<sup>th</sup> January 2019**

We will be conducting interviews on  
**Wednesday 6<sup>th</sup> February and Thursday 7<sup>th</sup> February.**

Impact Dance confirms its commitment to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of sex, sexual orientation, gender, marital status, race, religion or belief, age, disability, or pregnancy/maternity.



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