

fabulacollective

Administrative Assistant Application Pack

Fabula Collective is growing and expanding - as part of our restructuring, which will see a number of new roles, we are now recruiting for a full-time Administrative Assistant to support the delivery of Fabula Collective's projects both in the UK and internationally.

About Fabula Collective

Fabula Collective was established in 2019 to be the catalyst for long-term, deep creative connections. Led by instinct and experience, we seek out new and established artists, across all disciplines, and we bring them together to create exceptional live and digital work for UK and international audiences. We recognise the need for a supportive, nurturing environment for artists to take risks, dig deep, explore and reach their potential—we fill that gap, listening to practitioners and inviting them into a creative space without boundaries. We are uniquely committed to artists at every step of the way—from providing bespoke training and mentorships to producing large-scale work for stage and film—guided by our belief that art connects all of us through emotion more deeply than any other form of communication.

Role Description

Working with the Director to deliver Fabula Collective's projects both in the UK and internationally. Working with the Company Manager and Head of Communications on the operation and administration of artists, crew-related show and company requirements. The Administrative Assistant will support the Company Manager and Head of Communications with the day-to-day running of the Company as well as its communications and marketing.

Salary

Around £23,400, depending on experience

Contract Type

Full time, 40 hours per week

There is a 3-month probation period

Annual Leave

28 days per year

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Location

Based from the Company's office in London at least 2-3 times per week

Key Responsibilities

General

- Support to ensure clear communication between the Director, staff and contractors
- Support in Health & Safety issues to ensure adequate insurance cover is in place for the company and projects/productions
- Work with the Director and Company Manager to update and implement company policies (including COVID-19 and safeguarding) to ensure policies are kept up to date
- Support to organise regular team meetings and production meetings, including the weekly team meeting and a weekly meeting with the Director
- Support to coordinate board meetings including room bookings, circulation of papers and, when required, taking minutes at meetings
- Undertake other duties as agreed with the Director and as appropriate to the post

Production & Touring

- Support the production team during production and performance periods
- Coordinate practical needs of the artistic team and company staff for projects and touring productions
- Manage schedules ensuring everyone is notified of rehearsal time, meetings, fittings, etc.
- Book studios for rehearsals, classes and projects, maintaining a database of contacts for future use
- Schedule all physio appointments as required, reporting appointments to the Company Manager
- Prepare and book travel and accommodation arrangements for touring productions and projects, updating the team with all necessary information (i.e. train tickets, schedules, etc.)

Communication & Marketing

- Monitor statistics and analytics for the company's website and social media channels
- Support the Head of Communications in marketing campaigns and press coverage
- Maintain mailing list
- Liaise with artists for marketing purposes

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- Help with submitting applications for relevant events and festivals

Person Specification Essential

- Based in London or able to commute to London on a daily basis
- Preferably 2 years+ of experience of administration and management in the arts sector
- Experience of managing or working with artists and ability to recognise their needs
- Knowledge and understanding of the arts sector, preferably in dance or other performing arts
- Highly organised with ability to prioritise and work under pressure and meet deadlines on simultaneous projects
- Ability to work on own initiative and as a member of a team, looking after own administration and day to day office-keeping
- Excellent communication and interpersonal skills
- Enthusiasm, motivation and a proactive attitude to getting things done
- Ability to respond and adapt with excellent problem-solving skills
- Computer literate in Microsoft Word, Excel, Outlook, PowerPoint

Special Working Requirements

- Occasional evening and weekend work will be required
- Attending workshops, residencies and performances

Application Process

Please email your CV (maximum 2 pages) and a cover letter (maximum 1 page) describing your relevant experience in relation to the job description and person specification and what you bring to the role. Please clearly mark the application file as Administrative Assistant Application. We would be grateful if you could fill in this optional Equal Opportunity monitoring form. The information on this form will be used for monitoring purposes only and will not be used in any decision affecting you:

<https://forms.gle/bjf4Nnxi7aGfyFRu5>

Submit your application via email to: admin@fabulacollective.co.uk

Closing date for applications: midnight on 24 Apr 2022 (Sun)

Notification of interview*: 28 Apr 2022 (Thu)

Online interviews via Zoom: 4 May 2022 (Wed)

**Please note that we will only be notifying you if you are offered an interview. Due to volume of applicants anticipated, we regret that we are unable to provide feedback on applications.*