



Administrative Assistant Application Pack

Salary: £23,405 pro-rata, per annum

Location: Birmingham, B5 4TB

Contract: Two posts: Permanent, start date January 2026

Working hours: Two posts: 22.5 hours and 30 hours per week

Fabric is seeking two Administrative Assistants to join our dynamic team!

Fabric is a strategic dance development organisation based in the Midlands. Our mission is to create the conditions for dance to flourish by growing the dance economy for the health, wellbeing, development and connection of communities, cultures and individuals. Our approach is informed by care, openness, and rigour, through the curatorial values of Curiosity, Disruption and Joy.

Working as an active part of the Operations team, the Administrative Assistants will deliver administration support for the busy Fabric team, contributing to an effective and efficiently run programme of events and activities across the Midlands. The role will also provide front of house and studio support, welcoming all users of the building, and providing high levels of customer service.

You will bring excellent administrative and organisational skills, and experience of providing administrative support and coordination for successful delivery of projects. You will have experience of holding a customer-facing role and be able to trouble-shoot issues, use initiative and work proactively both as part of a team and independently. You will be able to communicate enthusiastically and clearly with a wide range of people, have strong written and spoken English, a strong level of numerical and IT skills, a collaborative attitude, and a flexible, proactive and positive approach.

If you feel you fit our brief, we'd love to hear from you!

Fabric thrives on the passion, creativity, and commitment of all the people we work with, and we are committed to celebrating difference in all aspects of our makeup, governance and work output. We strive to be an inclusive organisation. We recognise the positive values of diversity, promote equality, and challenge all forms of discrimination. We are particularly keen to hear from candidates reflecting a broad range of voices, opinions, and experiences across age, class, disability, gender, race, religion, and sexual orientation.

For further details, please read the full the Job Description and Person Specification below. If you have any questions, please contact recruitment@fabric.dance

Closing date for applications: Monday 24 November, Midday

Interviews will be held on Thursday 27 and Friday 28 November, in person, in Birmingham.

To apply, please complete our [online application form](#). You may provide a video/audio file (maximum length 5 mins) instead of completing the 'How you meet our brief' section of our application form. If you require any support in completing the form or require it in another format, please get in touch.

Please note that applications made through recruitment agencies will not be accepted. FABRIC is an inclusive employer who is actively seeking to employ people currently under-represented in the creative and cultural sector.

Birmingham: Birmingham Hippodrome, Thorp Street, Birmingham, B5 4TB. Tel. +44 (0)121 667 6730 (Registered Office)

Nottingham: Space 2, 2 Dakeyne Street, Nottingham, NG3 2AR. Tel. +44 (0)115 924 2016

www.fabric.dance

FABRIC CIO is a Charitable Incorporated Organisation. Registered Charity No. 1196368. Registered in England. VAT No 432176513



ADMINISTRATIVE ASSISTANT

Job description

Salary: £23,405, pro-rata

Location: Fabric, Level 5, Birmingham Hippodrome, Thorp Street, Birmingham, B5 4TB

Contract: Permanent, part-time.

Working hours: Two posts: 30 hours and 22.5 hours per week. Usually Monday-Friday with weekend working required when needed to fulfil the demands of the role. Please see attached details for the breakdown of working hours.

Holiday Allocation: 25 days per annum plus the usual public holidays in England and Wales, pro-rata.

Management:

Responsible to: Senior Operations Manager

Working closely with: Operations, Producing, Engagement and Communications Teams

Purpose:

Fabric is dedicated to demonstrating and embedding the social value of dance and movement through strategic interventions that improve the quality of practice in research, creation, performance and participation. Our approach is informed by care, openness, and rigour, through the curatorial values of Curiosity, Disruption and Joy. Aligned with this, the purpose of the role is:

To successfully deliver administration support for the busy Fabric team, contributing to an effective and efficiently run programme of events and activities across the Midlands.

To provide support for Front of House and Studio activities, a welcoming, professional, and safe environment for all, and offering a high standard of customer service.

To champion representation, accessibility and inclusion across all programmes, communications, producing and working practices.

Main duties:

Administration

- Provide administration support including handling enquiries, issuing information, processing applications, and supporting the set up and delivery of events, ensuring accuracy of record keeping.
- Help to implement and maintain the central Fabric Customer Relationship Management (CRM) database, including event set up, sales support, contact management, reporting and troubleshooting
- Support the team in updating and maintaining Fabric's Programme Diary
- Book travel and accommodation in support of Fabric's programmes
- Be the notetaker at meetings as required

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- Support the Communications team as required, including content updates, managing guest lists for events, stocktaking marketing materials, and researching branding and merchandise opportunities
- Support the collection, collation and inputting of data and statistics to inform Fabric's quality and impact monitoring, and reporting to Board, funders, and other stakeholders
- Support finance administration and related data entry on occasion
- Support the delivery and collation of customer surveys

Front of House & Studio Support

- Undertake reception duties to welcome visitors, including artists and members of the public, to Fabric, providing a high level of customer service. This includes reception cover and box office support at events (on and off site), class programmes and hires as required
- Coordinate studio bookings for Fabric activities and events and support private hire bookings
- Before and after their use, ensure that studios and equipment are prepared and ready, reporting any issues and requirements to the relevant contact as appropriate
- Act as a key point of contact for general enquiries and communications, by phone, in person and online, as required, responding promptly and appropriately, and passing information to colleagues as relevant
- Induct artists on the use of equipment and building procedures when in studio residencies
- Act as a Fire Marshal and Appointed First Aider (training will be provided)

General

- Attend and support the delivery of events, on and off site, as required
- Support interns, volunteers, casual staff or student placements where appropriate
- Provide operational support on site as required
- Ensure that all company processes, policies and procedures are always followed
- Be well informed about all aspects of Fabric's work, to provide an efficient service
- Undertake training as required
- Travel to Fabric's Nottingham site on occasion, as appropriate
- Maintain discretion and act responsibly with confidential information
- Work in a way which embeds and celebrates diversity and promotes inclusivity
- Act as a positive advocate of Fabric
- Carry out other tasks as directed by the Fabric Senior Leadership Team.

Person Specification

Experience & Skills

- A minimum of one year's experience in an administrative and customer-facing role
- Experience of providing administrative support and coordination for successful delivery of projects
- Excellent administration and organisational skills with strong attention to detail
- Experience and interest in working with artists and the public in a customer-facing role
- Strong IT skills (training will be provided on our systems & software)
- Strong written and verbal communication skills
- Strong numerical skills.

Personal Qualities

- Professional and friendly, with a respectful, inclusive approach to others
- Able to communicate enthusiastically and clearly with a wide range of people
- Able to work swiftly and accurately
- Ability to work in a team and on own initiative
- Able to prioritise workload and work to deadlines
- Able to thrive in a busy working environment
- Able to remain calm and professional in difficult situations
- A collaborative attitude and a flexible, proactive and positive approach
- Willingness to work in the evenings or at weekends when required.

A satisfactory Disclosure and Barring Check (DBS) check may be required for this post, because the role may involve contact with children and/or vulnerable adults in our premises, where the post holder is in a position of trust.

Administrative Assistant – Terms and Conditions

There will be a written contract of employment to include the following outline terms:

The post is offered on a permanent contract.

Your employer will be Fabric CIO, and your main office base will be in Birmingham. Travel may be necessary around the city and the region, for which expenses will be paid.

Fabric is committed to appropriate and equitable pay and operate a fixed-point salary scale.

The post of Administrative Assistant is offered at £23,405 pro-rata.

Pro-rata salary: 30 hours post: £20,061 per annum / 22.5 hours post: £15,046 per annum

The working week for this role will be usually Monday-Friday. Weekend working will be required when needed to fulfil the demands of the role. No overtime payments will be made, however time off in lieu may be taken by arrangement.

You are entitled to 25 days' paid holiday per annum plus the usual public holidays in England and Wales, pro-rata.

Working Hours for Administrative Assistants

Role A	Start	Finish	Hours
Mon	09:30	14:00	04:30
Tue	09:30	14:00	04:30
Wed	09:30	14:00	04:30
Thu	09:30	14:00	04:30
Fri	09:30	14:00	04:30
			22.5

Role B	Start	Finish	
Mon	15:00	21:30	06:00
Tue	15:00	21:30	06:00
Wed	15:00	21:30	06:00
Thu	15:00	21:30	06:00
Fri	15:00	21:30	06:00
(includes 30 mins unpaid break each day)			30

ABOUT FABRIC

Who we are

Fabric is a strategic dance development organisation based in the Midlands with sites in Birmingham and Nottingham.

Created in 2022 by merging Dance4 in Nottingham and DanceXchange in Birmingham, Fabric was nearly five years in the making: five years of thinking, talking, planning and hard work against a constantly changing external environment, and social and economic backdrop.

Since forming, we have been designing Fabric's work, harnessing skills, knowledge and expertise to create expansive programmes that benefit from the scale, scope and success of the organisation and our collective expertise, building on a combined 60 years of experience and success.

We seek to develop dance as an artform, curious about it now and in the future, working with artists, partners, collaborators and stakeholders that reflect and celebrate contemporary Britain and its local to global communities and connections.

We are dedicated to demonstrating and embedding the social value of dance and movement through strategic interventions that improve the quality of practice in research, creation, performance and participation.

The Midlands, our home cities and the communities we serve and collaborate with are constantly changing – they bring a diversity of practices and forms together to make this an extraordinary place for dance.

Our mission will create the conditions for dance to flourish by growing the dance economy for the health, wellbeing, development and connection of communities, cultures and the individual.

The Four Cornerstones of Our Strategy

Research – holding a space of curiosity driven by the desire to understand more about what dance is, what it can be, and what impact it can have physically, emotionally, socially, culturally and curatorially.

Engagement – creating an accessible and sustainable environment for organisations, artists and practitioners to connect with people of all ages, abilities and backgrounds, for the joy of dance in all its forms.

Sector Development – creating, identifying and supporting conditions for growth through strategic conversations that connect artists, participants, and the work, politically, culturally, and socially.

Presentation and Showcasing – producing, co-producing and championing art and performance with dance and movement at its core, to ensure the artform is recognised for the essential role it plays in the UK's cultural and creative offering.

Our Values

Our approach is informed by Care, Openness, and Rigour through the curatorial values of:

Curiosity – an openness to taking risks, being uncertain, and asking difficult questions.

Disruption – embracing risk-taking, action and investment, that might disrupt old or accepted ways of working.

Joy – the lens through which everything should be seen and or/approached.

What we do

Fabric has a strategic role in developing the artform and growing the market for dance, supporting dance artists and choreographers to create and develop their practice, whilst building sustainable dance careers.

Fabric nurtures talented young performers, choreographers and leaders; runs an extensive outreach and education programme; leads the Midlands [Centre for Advanced Training](#) (CAT) programmes; and produces a range of multi-partner community, health and inclusion projects.

Fabric provides local, national and international leadership, working in partnership with venues, local authorities, education, creative industries and other providers to connect the most extraordinary dance and choreographic practices to the widest possible audience.

Fabric is the producer of [nottdance](#), a festival of extraordinary dance, at the forefront of creating and presenting new artistic perspectives.

Company Status and Finances

Fabric is a Charitable Incorporated Organisation (CIO), Registered Charity No. 1196368, with a mixed portfolio of funding and investment from Arts Council England, and a range of co-producers, partners, sponsors, trusts and foundations. Earned income is currently generated through ticket sales, participation fees and studio hires, along with other professional and industry initiatives.

Our Home

Fabric operates across two sites in the Midlands:

- Our Nottingham site in Space 2, in the Sneinton area of Nottingham, where we have office space and three state-of-the-art dance studios, alongside meeting and networking spaces.
- Our Birmingham site, based on Level 5 of the Birmingham Hippodrome campus, in the Southside district of Birmingham, where we have an office space and three well-equipped professional dance studios.

To find out more, visit <https://fabric.dance>