



CAT Administrative Assistant Application Pack

Salary: £23,405 pro-rata, / £4,681 per annum

Location: Birmingham, B5 4TB

Contract: Permanent, start date January 2026

Working hours: 1 day per week

Fabric is seeking a CAT Administrative Assistant to join our [Centre for Advanced Training](#) (CAT) 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 Centre for Advanced Training team, the CAT Administrative Assistant will deliver administration support, contributing to an effective and efficiently run programme in the West Midlands. You will bring excellent administrative skills, and experience of providing administrative support and coordination for successful delivery of projects. You will be able to work with, motivate and be a positive role model for young people, using your own initiative and working proactively as part of a team. 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: Friday 28 November, Midday

Interviews will be held in person, in Birmingham early December, date to be confirmed.

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 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

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CAT ADMINISTRATIVE ASSISTANT

Job Description

Salary: £23,405, pro-rata £4,681 per annum

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

Contract: Permanent, part-time from January 2026

Working hours: Seven hours a week, usually on a Saturday

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

Management:

Responsible to: Senior Producer - Learning & Skills and Producer - Learning

Working closely with: Senior Producer - Learning & Skills and Producer - Learning

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:

Assisting with administration duties connected to the Fabric West Midlands CAT Programme, as detailed below. This comprises of one day administration and programme support (worked on Saturday during term time), plus additional project work.

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

Main duties:

- Ensure the efficient upkeep of student records & recording feedback/evaluations
- Supporting admin connected to CAT recruitment (School workshops, Open Tasters)
- Preparations for Saturday – Studio set up and pack down
- Theatre trip research and bookings (one per term)
- Communicating with parents/students
- Supporting effective delivery of all weekly CAT practical sessions on Saturdays and three annual intensives (two days Autumn, four days Easter, five days residential Summer)
- Support the Producer - Learning in providing support for all CAT students including involvement in their pastoral care, individual training plans, review meetings and reports

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- Support the Senior Producer - Learning & Skills and Producer - Learning with creative thinking and planning around CAT activities, and programme content
- Process enquiries and applications for schools' workshops that recruit as well as administering the annual audition for CAT
- Supporting with social media content in line with Fabric policies and guidance from Communications team
- Supporting volunteers, casual staff or student placements where appropriate
- To work with the team to maintain the CAT sections of the Fabric website, provide CAT event details for Fabric newsletters, updating artist biographies and relevant social networking activity
- Saturday reception duties.

General

- Be an active member of the team, engaging in the development of the organisation
- Ensure that all company processes, policies and procedures are adhered to
- Ensure that Fabric is a welcoming, professional, and safe environment for all and that we offer the highest possible standards of customer service
- Act as Fire Marshal, and first aider as required
- Have a flexible approach, with evening and weekend working as required to meet the needs of the role
- Undertake training as required
- 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 at all times
- Undertake other duties as may be agreed with the Management Team.

Person Specification

Experience & skills:

- A minimum of one year's experience in an administrative role, preferably within the arts
- Excellent administration and organisational skills with strong attention to detail
- Experience of providing administrative support and coordination for successful delivery of projects
- Strong IT skills (training will be provided on our systems & software)
- Strong written and verbal communication skills
- Understanding of safeguarding and welfare of young people
- Knowledge of marketing and design tools including social media platforms
- An awareness of dance training provision is desirable.

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 motivate and be a positive role model for young 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 Standard DBS (Disclosure & Barring Service) check is required for this post. (We will process and cover the cost of this for you, if you do not have an up-to-date check)

CAT 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, actual salary: £4,681 per annum

The working day for this role will be usually Saturday. Weekday and evening end working may 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.

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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.

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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>

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