



Assistant Producer Application Pack

Salary: £27,935 per annum pro rata (£5,587 for this 0.2 role)

Location: Birmingham B5 4TB

Contract: 7 hours a week. 12-months Fixed Term. November 2026 – October 2027

Fabric is creating an opportunity to join its busy Producing team as Assistant Producer, based in our Birmingham site.

Fabric is a strategic dance development organisation based in the Midlands. Our mission is to create the conditions for dance to thrive, 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 Producing team, the Assistant Producer will help to produce a range of activity, with a particular focus on our schools' programme, youth dance platform and class programme.

If you're a freelancer looking to be part of an organisation, or a professional looking for flexibility to support your work/life balance, this one-day-a-week position might appeal to you. We are looking for a dedicated arts professional with experience of project managing performances in a range of settings, delivering projects that support the development of artists, and project managing dance events, partnerships and projects that deliver meaningful, inclusive, youth and community engagement.

With a good working knowledge of the UK Dance sector, and an understanding of the needs of professional artists, companies and youth and community participants, you will need strong interpersonal and communication skills; effective organisational and administration skills; a commitment to inclusive working practices; and a collaborative, positive, proactive, and solution-focused 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 full details: Read this Application Pack, including Job Description and Person Spec.

To apply: Complete our [online application form](#)

For further queries: Contact recruitment@fabric.dance

Online information session (optional): Monday 12th October 12noon Please register [here](#) to attend. (A recording will also be made available after the session for those who cannot attend the live session.)

Closing date for applications: Wednesday 21st October, 10am

Interview date: Wednesday 4th November in person or online, Birmingham B5 4TB

Fabric is an inclusive employer, actively seeking to employ people currently under-represented in the creative and cultural sector. Note: We do not accept applications made through recruitment agencies.



Assistant Producer Job Description and Person Specification

Job Title:	Assistant Producer
Salary:	£27,935 pro rata (£5,587 for this 0.2 post)
Location:	The main place of work will be Fabric, Birmingham Hippodrome, Thorp Street, Birmingham, B5 4TB
Contract:	12-months. Fixed Term. November 2026 – October 2027
Working hours:	7 hours per week, on-site working. Usually Monday-Friday during office hours. Evening and weekend working will be required when needed to fulfil the demands of the role.
Holidays:	25 days' paid holiday per annum pro rata – plus the usual public holidays in England and Wales – pro rata.

Management

Reports to: Senior Producer/Producer

Working closely with: Producing, Comms and Operations teams.

Responsible for: Workers, visiting artists, volunteers, interns and other casual staff as required.

Purpose of the Post

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.

This role will assist in the planning, production and coordination of programmes and projects that support the development and quality of practice in research, creation, performance and participation, in line with Fabric's ten-year strategy.

The role will also champion representation, accessibility and inclusion across all programmes, communications and working practices, ensuring that our work reflects and contributes to Fabric's Equity, Diversity and Inclusion commitments.

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Key Responsibilities

Programme & Project Delivery

Be an active member of the producing team, supporting on planning, production, coordination and delivery within agreed programmes and projects

Contribute to the research, design, planning and delivery of programmes and projects that support the development and quality of practice in research, creation, performance and participation.

Coordinate and support project delivery teams, in particular freelance artists and practitioners, to achieve a high standard of delivery.

Support audience, participant and artist development, underpinned by care, openness, and equitable working practices

Support and maintain effective working relationships with partners, collaborators and networks in the region and beyond.

Assist in the effective preparation and maintenance of planning documents and project records, in support of the Senior Leadership Team.

With the support of senior colleagues, contribute to the preparation of contracts, with artists, contractors, venues and partners, as required, in line with agreed processes and templates.

Support effective scheduling, event and production planning, and support senior colleagues to ensure all technical, health and safety, risk assessments, licensing, safeguarding and legal requirements are met.

Support the accurate and timely reporting, monitoring, evaluation and documentation of programme areas, and prepare reports as required, in agreement with senior colleagues.

Represent the organisation and advocate for its work at relevant local, regional, national and international networks and forums, as appropriate.

Champion representation, accessibility and inclusion across all programmes, producing, communications, and working practices, ensuring that our work reflects and contributes to FABRIC's Equalities, Diversity and Inclusivity commitments.

Ensure good communication and collaboration across programmes, partners, artists, creative teams and staff.

Actively contribute to Fabric's audience development activities, working to grow engagement in Fabric's programmes and events.

Collaborate with Communications colleagues to support the delivery of effective marketing, sales & PR campaigns.

Deputise for other staff members when required

Financial Management & Resource Development

Assist in the maintenance of programme budgets, working within FABRIC's policies and processes, and ensuring strong financial controls

Assist the producing team with budget monitoring, and reporting as required.

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General

Act as a key point of contact for programme enquires

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.

Duty Manage Fabric events and activities, and act as Fire Marshal, as required.

Travel within the Midlands, UK and internationally as required – including FABRIC Birmingham and Nottingham sites relevant to your portfolio of work.

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 Senior Leadership Team.

Person Specification

Experience

- Experience of project managing dance events, partnerships and projects that deliver meaningful, inclusive, youth and community engagement.
- Experience of project managing performances and events, ideally in a range of settings
- Experience of supporting dance programmes, ideally involving presentation and/or professional development of artists
- Experience of supporting project teams to achieve a high standard of delivery

Skills & Knowledge

- Good working knowledge of the UK Dance sector
- A good understanding of the needs and requirements of artists and companies
- A good understanding of the considerations and requirements when working with children, young people and community participants
- Knowledge of and commitment to inclusive working practices and equal opportunities, working to broaden access and engagement
- Excellent organisational and administrative skills, with strong attention to detail
- Excellent written and verbal communication skills
- Strong interpersonal skills, with the ability to build and maintain relationships with colleagues, partners and collaborators

Personal Qualities

- A professional, collaborative attitude, with a respectful, inclusive approach to others
- Committed and diligent, with the ability to self-manage and self-motivate
- Enjoys working within teams; supportive of others
- Positive, proactive, and solution-focused
- Able to multi-task, work effectively under pressure, and meet tight deadlines
- Willingness to travel across the UK and internationally if required
- Willingness to work in the evenings or at weekends when required.

A satisfactory Enhanced 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)

Terms and Conditions

A written contract of employment will be issued, to include the following:

Your employer will be Fabric CIO.

The post is offered on a 12-month Fixed-Term Contract, November 2026 – October 2027

This is a part-time (0.2) role, offered at 7 working hours per week.

Fabric is committed to appropriate and equitable pay and operates a fixed-point salary scale. The post of Assistant Producer is offered at £27,935 per annum pro rata. This equates to £5,587 for this 0.2 position.

Your main place of work will be Fabric's Birmingham site: Birmingham Hippodrome, Thorp Street, Birmingham, B5 4TB

The working week for this role will usually be during weekdays, Monday-Friday. We will agree your normal working pattern at the point of contracting, to balance your needs and the business requirements of Fabric.

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.

There will be an initial probationary period of three months.

Some regional and national travel will be required, for which expenses will be covered.

The job offer is subject to Right to Work, DBS and Reference checks.

Benefits

You are entitled to 25 days' paid holiday per annum pro rata (which equates to 5 days for this 0.2 role) plus the usual public holidays in England and Wales pro rata.

We provide a 3% employer pension contribution (your employee contribution is 5%).

Our Performance Review cycle supports the growth and development of each team member.

You will benefit from a range of training and development opportunities, as part of the Fabric team.

All Fabric staff have access to an Employee Assistance Programme funded by Fabric, which provides fully confidential advice, practical information, resources, support and counselling on a wide range of personal and work-related issues.

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 work at Fabric creates the conditions for dance to flourish, strengthening the dance sector while contributing to the health, wellbeing, creativity and connection of people, artists and communities across the Midlands.

The Four Cornerstones of *Dance Moves People*, our 10-Year Strategy

Working alongside artists, partners and communities, our work is guided by four interconnected cornerstones that drive our mission, shape our impact and build a more inclusive and sustainable future for dance:

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:

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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. (Birmingham is our registered address)

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

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