Dear Applicant,

Please find enclosed an application pack for the position of **Administration Officer.**

ACE dance and music is at an exciting moment in its 25-year history of making cross-cultural dance for adults, young people and children. A building-based company and an Arts Council England National Portfolio Organisation (NPO) based in Birmingham, West Midlands, we make work for professional touring, education and outreach, and the youth dance sector in England.

We tour professionally in the small-scale throughout the UK. Additionally ACE Youth, our internationally renowned young peoples’ dance company performs for audiences in England and in Europe. A key aspect of our delivery is outreach and education for children, young people and adults in England and abroad.

We are looking for someone with strong, proven organisational skills to ensure the efficient day to day administration of the Company’s office, tours and projects and to assist in the general running of the Company. Specialist knowledge of dance is desirable though not essential.

The pack includes:

Background ACE dance & Music

* Job Description
* Person Specification
* Application Form
* Equal Opportunities Monitoring Form
* Guidance Notes for Applicants

The closing date for receipt of completed applications is **5:00pm on Friday 27th January 2023**. We regret that applications received after that time cannot be considered.

Please send your completed applications to ACE dance and music at the contact details below. Please note that the preferred format to receive applications is by e-mail.

Shortlisted candidates will be contacted by phone or email and invited to an interview on **Wednesday 8th February 2023** at the company’s home base ACE Space, Birmingham B5 5SL. Whilst we will work to accommodate every applicant, please do your best to ensure you may be available for this date.

Unfortunately we are unable to acknowledge receipt of applications, so if you have not heard from us within one week of the closing date please assume that you have not been shortlisted in this instance.

We hope that this pack will help with any questions you might have about the application process. However, if you have any further queries please call **Gail Parmel** on 0121 314 5830.

We look forward to receiving your application and thank you for your interest in ACE Dance & Music.

Best wishes,

Gail Parmel

**Artistic Director**

**Please submit completed application forms by e-mail to arrive by 5:00pm on the closing date to recruitment@acedanceandmusic.com**

Or by post to:

**ACE dance and music,**

**54-57 Floodgate Street**

**Birmingham,**

**West Midlands**

**B5 5SL**

**Please note that we cannot accept CV’s.**



**ADMINSTRATION OFFICER APPLICATION PACK**

CONTENTS:

1. Job Description
2. Application Form
3. Equal Opportunities Form
4. Guidance

# 

# ABOUT US

Based in Birmingham, West Midlands, ACE dance and music was founded in 1996 by Gail and Ian Parmel as an agency for cultural exchange rooted in a specific and unique contribution to contemporary African and Caribbean dance locally, regionally, across the UK and internationally.

Our work engages children, young people and adults; it takes place in arts venues, rural touring venues, and educational institutions, public and other non-arts spaces, and theatres. The Company specialises in small-scale work and has developed an excellent reputation and wide client base for the delivery of professional touring, education and outreach offers.

Our approach encourages people to view cultural exchange in new and unexpected ways.  During the next three years, and beyond, the Company is committed to continuing to promote thought-provoking, surprising and intimate experiences of diversity within contemporary dance.

Our studio’s and offices are at ACE Space, Birmingham, B5 5SL.

For more information go to www.acedanceandmusic.com

**Job Description**

**Key responsibilities:**

**1. Office Management and Administration**

Ensure the smooth running of the Company office undertaking day to day administration including:

* Being the first point of contact for the Company, answering enquiries on the telephone, by email, in person and post;
* Maintaining office supplies and stationery;
* Maintaining the Company’s archives including print and photographic archive and video library;
* Maintaining Company databases and sharing (computer) filing system;
* Maintaining a central diary and messaging system for the office.

**2. Tour and Project Administration**

* soliciting information from company and crew such as biographies, bank and tax details;
* keeping track of return of contracts, marketing and technical information.
* keeping records of audience figures and sales figures for programmes and merchandise on tour.
* Booking travel and accommodation for artists, as required
* Preparing contracts for studio hire

**3. Education Administration Support**

* Dealing efficiently with travel and accommodation requirements for workshops
* Supporting the administration of ACE Youth projects and core class programme
* Applying for child exemption forms and licenses for performances.
* Complete risk assessments for events, workshops.
* Responding to parents and guardians regarding in-house classes

1. **Premises**

* Responding to enquiries for studio bookings.
* Liaising with relevant staff about any premises issues.
* Organising maintenance in the building.

**6. Research and Databases**

* Working with the Senior Management Team to research potential venues, festivals, tour circuits and creating new databases and mailing lists as appropriate;
* Maintaining the company’s databases, including updating existing records and researching and adding new entries.

**7. Governance**

* Attend quarterly board meetings as the minute taker.
* Liaise with board members regarding updates and circulation of relevant documents.

**7. Other**

* To take up training provided by ACE dance and music in health and safety:
* Organising and attending other ad hoc meetings as necessary;
* Any other appropriate duties identified by the Directors.

**Personal Specification**

**Essential Criteria**

**Applicants must be able to demonstrate that they fulfill the following essential criteria**

1. An excellent track record as a good all round administrator
2. An ability to communicate and negotiate effectively, through the written and spoken word with a wide range of people.
3. Ability to deal flexibly at any one time with a wide range of tasks, prioritizing effectively and managing the pressures of immediate without neglecting long-term tasks.
4. Excellent keyboard and computer skills and working knowledge of the following software: Microsoft Word, Excel or similar database systems
5. Experience of using email communication and the internet for research
6. Excellent written and spoken English
7. Accurate numeracy skills
8. Good planning and organisatonal skills
9. An eye for detail
10. The ability to work under pressure and as part of a team as well as on their own
11. Initiative, commitment and enthusiasm
12. An interest in dance and the arts
13. Honesty, tact and diplomacy
14. Commitment to and understanding of customer care.

**Desirable Criteria**

Fulfilling any or all of the following criteria will enhance your application, although is not essential:

1. A qualification in Arts Administration or Business Administration
2. Experience of tour booking and tour management
3. Time Management skills or training
4. Project management skills or training
5. Knowledge or interest in websites and digital form of communication and marketing
6. Experience of working with a dance company and knowledge of dance and the dance sector
7. Experience of arts in education
8. Proofing and copy writing abilities
9. Experience of setting up and maintaining databases
10. Experience of managing small budgets.

**Terms and Conditions**

**Salary: £21,000** - **£23,000** pro rata 35 hours per week (9.00am – 5.00pm), including an unpaid one-hour break

Part time proposals will be considered. 25 hours per week

(9:30am – 2:30pm)

Some evening and weekend work is required. No overtime is paid but time off in lieu may be taken

**Holiday entitlement:** The holiday year runs from January to December. Annual entitlement is 24 days (pro rata) paid annual leave in addition to 8 public and bank holidays. For staff beginning or concluding their employment during the year, holiday entitlement is calculated on a pro rata basis.

**Pension:** The pension scheme is government approved percentages.

**Probationary periods and notice periods:** This post carries a probationary period of three months, during which time the notice period required by either party is two weeks. Subsequent to a satisfactory review the notice period becomes one month.



# APPLICATION FORM

ACE dance and music is committed equal opportunities. Our office base at The Link Space is fully accessible and we welcome applications from all members of the community.

**Before completing this form, please read the accompanying Guidance Notes.**

Post applied for: **Administration Officer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you applying for a job share? |  | Yes |  | No |
| Please indicate if you are applying for full time hours (35 per week) |  |  |  |  |
| Part time hours (25 per week) |  |  |  |  |

**PERSONAL DETAILS**

|  |
| --- |
| Title: |
| Surname: | Other names: |
| Address:  Postcode: | |
| Home telephone number: | Work telephone number: |
| Mobile telephone number: | E-mail address: |

**CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)**

|  |  |
| --- | --- |
| Name and address of Employer: | |
| Job title: | Date of appointment: |
| Period of notice required/Leaving date if not now working: | |
| Reason for leaving: | |
| Please provide a brief outline of your main responsibilities *(maximum of 200 words)*? | |

**PREVIOUS EMPLOYMENT (PAID AND/OR UNPAID)**

Please start with your most recent position.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Employment  From: | Date you left employment | Name and Address of Employer: | Job title and brief details of main responsibilities: | Reason for leaving: |
| Click here to enter a date. | Click here to enter a date. |  |  |  |
| Click here to enter a date. | Click here to enter a date. |  |  |  |
| Click here to enter a date. | Click here to enter a date. |  |  |  |
| Click here to enter a date. | Click here to enter a date. |  |  |  |
| Click here to enter a date. | Click here to enter a date. |  |  |  |
| Click here to enter a date. | Click here to enter a date. |  |  |  |

**EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS**

Please start with the most recent qualification and include any currently being pursued

|  |  |  |
| --- | --- | --- |
| Date obtained: | Name of school, university, college etc: | Qualifications obtained: |
| Click here to enter a date. |  |  |
| Click here to enter a date. |  |  |
| Click here to enter a date. |  |  |
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| Click here to enter a date. |  |  |
| Click here to enter a date. |  |  |

**SUPPORTING STATEMENT**

Please write a statement explaining:

* why are you applying for this position;
* drawing on your personal and work experience, education and training, how you meet the requirements set out in the person specification and job description.

Please continue on one separate sheet of A4 if necessary

**REFEREES**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

|  |  |
| --- | --- |
| Name of referee: | Name of referee: |
| Name of organisation: | Name of organisation: |
| Occupation: | Occupation: |
| Address:  Postcode: | Address:  Postcode: |
| Email: | Email: |
| Contact number: | Contact number: |
| Relationship to you: | Relationship to you: |
| **When may we request a reference** | **When may we request a reference** |
| at any time | at any time |
| only after an offer of employment | only after an offer of employment |

Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively.

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box: 

Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by ACE dance & Music. This information will be treated as confidential and will not necessarily preclude you from employment.

**DECLARATION**

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed:

Date: Click here to enter a date.

A picture containing logo

Description automatically generated

# EQUAL OPPORTUNITIES MONITORING FORM

In order to monitor the effectiveness of our equal opportunities practices we need to collect information which might identify possible direct and indirect barriers to employment. The information provided here is entirely confidential, and is not part of any selection procedure.

Post applied for: Administrator

Please state how you found out about the job:

**PERSONAL DETAILS**

Date of Birth:

Gender (please tick) Female Male:

**CULTURAL DIVERSITY**

Please tick the ethnic category that best represents you.

Do you consider yourself to be:

|  |  |  |  |
| --- | --- | --- | --- |
| Black British |  | Asian British |  |
| Black African |  | Pakistani |  |
| Black Caribbean |  | Indian |  |
| Any other Black background |  | Bangladeshi |  |
| White British |  | Any other Asian background |  |
| White European (non British) |  | Chinese |  |
| Any other White Background |  | Any other Chinese Background |  |
| Any other or mixed background  (please specify) |  | | |

Do you consider yourself to have a disability?

|  |  |  |
| --- | --- | --- |
| Yes |  | No |

If yes, please state the nature of your disability:



# GUIDANCE NOTES FOR APPLICANTS

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job.

Please read these notes carefully before completing your application form. If you have any difficulty in completing the form please contact Gail Parmel on 0121 314 5830.

## 

## REVIEW THE CONTENTS OF THE APPLICATION PACK

The application pack includes a full job description with a person specification, an application form and an equal opportunities monitoring form. If these documents have been omitted from your pack, please call us to obtain copies. The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge, experience, skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information in the application pack before completing the form.

## COMPLETING THE APPLICATION FORM

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### General Points

* Please do not attach your CV or copies of education certificates to your application form. **Applications in the form of CVs will not be considered**
* If you need to add continuation sheets, make sure you mark these clearly with your name and the job title of the job for which you are applying at the top of each additional page. Please limit any continuation sheet to no more than1 side of A4 for any one section
* Type or write clearly in black ink and do not use staples, to allow for photocopying
* Our preferred method for receiving applications is via e-mail, where possible.

### Working through the form

* Ensure that you clearly state the full job title on your application form.
* If you are applying for a job share please tick the relevant box on the application form. **Each individual will need to complete a separate application form.**
* Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
* The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant.

Please provide evidence, i.e. in the form of examples, to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job. You might find it helpful to address each of the items in theessential skills, experience and attributes section of the person specification separately in the order they have been listed to ensure you address them all.

* The interviewing panel cannot guess or make assumptions about you so please complete all the sections on the form.
* Do not forget to proof read your form and check for any errors before returning it to us. You might want to make a copy for your own reference.

Please ensure that your form reaches ACE dance and music before 5pm on the closing date. **Applications received after the closing date will not be considered**.

### SHORTLISTING

Shortlisting will take place as soon as possible after the closing date and will be carried out by at least two people.

We anticipate a high volume of responses; unfortunately we will therefore not be acknowledging receipt of your application, writing back to applicants who have been unsuccessful at this stage or giving specific feedback on why an applicant has or has not been shortlisted.

If you have not heard from us within one week of the closing date, please assume that your application has been unsuccessful on this occasion.

If you are shortlisted, we will normally contact you by telephone to invite you to interview. This will be confirmed by a letter or e-mail which will outline full details of the interview process which may include a selection exercise to test your ability to carry out specific requirements of the job.

It is possible that some applicants may be called back for a second interview, under these circumstances interviewees will be given full details about these arrangements.

All offers of employment at ACE dance and music are made subject to receipt of satisfactory references and a DBS check. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

# DATA PROTECTION ACT, 1998

Information provided by you as part of your application will be used in the recruitment process.

Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process.

Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed.

If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

Information provided by you on the equal opportunities monitoring form will be used to monitor ACE dance and music’s equal opportunities practices.

By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.