



# CREATIVE ADMINISTRATOR

## JUNE 2026



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

## **ABOUT US**

Founded in 2011, Eliot Smith Dance (ESD) is one of the North East's leading independent contemporary dance companies, creating ambitious productions, community programmes and cultural projects inspired by regional stories, heritage and people.

As we celebrate our 15th anniversary, ESD is entering an exciting new phase of growth. Following a major investment from Arts Council England's National Lottery Project Grants programme, the company is expanding its artistic ambitions, organisational capacity and national profile.

For the first time in the company's history, ESD is recruiting a part-time member of staff to work alongside Founder, Creative

Director and CEO Eliot Smith.

## **IMPACT**

The Company's impact over the past 15 years include:

**Reaching over 30,000 people via performances and events** in the North East, national and international, average of 70% venue capacity filled by up to 50% of first time attendees;

**Engaged with over 5,000 children and adults**, predominantly across Newcastle and Northumberland via workshops and community dance works;

**Reaching over 120,000 audience members online** through our website and social media activity;

## **Broaden reach into cultural venues**

through collaboration with some of the North East and UK's outstanding museums, galleries, universities, theatres, cathedrals and dance organisations;

**Staged three ESD Presents international dance events** celebrating, Martha Graham; Paul Taylor; Sir Robert Cohan

**Winner of the prestigious Green Dance Award** at the One Dance UK Awards and recognised as finalists across multiple national industry awards;

**Engaged with 50+ freelance professional dancers and 8 apprentices** to aid professional development.

## **THE ROLE**

## **Contract Details**

Fixed-term contract: August 2026 –  
December 2026

Two days per week (8 days per month) or  
16 hours per week

Fee: £210 per day

Total contract value: £8,430

Additional hours may be required to meet operational needs. Additional hours will be agreed and scheduled in advance with the CEO.

Office, Hybrid, and Remote working, with some travel across the North East required.

Evening and weekend hours will be required, to support with performances, tours, and events.

Expenses incurred to meet the needs of the company will be reimbursed, to be agreed in advance with the CEO.

## **Future Opportunities**

Subject to performance review and future funding, ESD is interested in exploring the continuation of this role beyond the initial contract period, potentially developing into a larger part-time or full-time position.

## **Main Responsibilities**

- Support delivery of PITMAN
- Co-ordinate schedules, meetings and project timelines
- Liaise with artists, venues and partners
- Support fundraising and grant applications
- Assist with marketing, communications and audience development
- Maintain organisational records and systems
- Support board administration and company operations

## **OUR COMMITMENTS**

Eliot Smith Dance (ESD) is deeply committed to fostering an environment that prioritises diversity, equality, inclusivity, environmental responsibility, welfare, and safeguarding in every aspect of its operations. This commitment is integral to the company's mission, ensuring that ESD's work resonates with, engages, and is accessible to all communities, regardless of background or experience.

ESD is dedicated to upholding the highest standards of cultural due diligence in its governance, collaborations, audience engagement, performances, and all interactions with participants. This means actively considering and addressing the needs and concerns of different communities, making sure that

contemporary dance is a welcoming space for everyone.

The company's commitment to these values is embedded in the fabric of its organisation. The involvement of its board, staff, artists, audiences, and collaborators ensures that these principles are not only recognised but actively implemented across all programs and initiatives. ESD's focus is on improving access to contemporary dance for people from diverse backgrounds, ensuring that anyone, regardless of age, ability, or identity, feels encouraged and supported to participate in the arts.

This is not a one-time effort, but an ongoing mission. ESD acknowledges that there will always be room for growth, reflection, and improvement. The commitment to evolve in response to

feedback and societal shifts is a core part of the company's vision. Whether it's developing new practices, deepening existing relationships, or making space for diverse voices in the dance world, ESD is dedicated to continual progress.

As long as ESD exists, these values will remain at the heart of the company's work, guiding its decisions, actions, and partnerships. By weaving inclusivity and accessibility into every element of its operations, ESD is creating a legacy where contemporary dance is available to all, regardless of background or circumstance.

Discover more online at:

[www.eliotsmithdance.com/commitments](http://www.eliotsmithdance.com/commitments)

## **PERSON SPECIFICATION**

### **Essential**

Good experience of working in or with the arts, creative and/ or education/ community sectors.

Experience of training in community settings. Good experience working in a project management role.

Experience of curation/post production across art forms.

Experience of preparing and presenting statistical reports for internal and external requirements.

Experience of developing and designing projects.

Experience of planning and organising projects, meetings and events.

Experience of working with and managing freelance artists.

Experience of working in partnership to develop programmes of activity for and with children and young people.

Experience of working to deliver participatory arts projects and workshops.

Experience of full event management pipeline.

Experience of collecting data, issuing and monitoring contracts, and paying invoices.

Experience of working with a diverse range of public and voluntary sector agencies and organisations.

Fundraising experience.

**Desirable**

Experience of working with a variety of funding streams and initiatives.

Current driving licence and own transport.

Experience of managing budgets and financial systems.

Experience of facilitating.

Experience of producing/ project managing public art.

Awareness of the contemporary dance sector.

## **Abilities**

Excellent and confident communicator – written and verbal with marketing skills, including social media.

Excellent organisational skills, including time management and the ability to produce high quality, accurate work to deadlines.

Able to work independently, self-motivated and ability to take the initiative, and to lead others.

Able to ensure the effective flow of information between key partners.

Good computer skills, including use of Gmail / Google.

Planning skills, with the ability to initiate and manage projects and new developments.

Flexible to respond to changing demands of projects and the external environment.

## **Aptitude**

A passion for dance and the arts, combined with a belief in the power of creativity to inspire, connect and enrich communities. We are looking for someone who is excited by the opportunity to become an integral part of ESD during a pivotal period of growth, helping to build the company's future alongside its Founder and Creative Director and wider network of artists, audiences and partners.

### **KEY DATES**

**Advertising:** 15 June 2026

**Deadline for applications:** 23:59 on 5 July 2026

**Interviews:** 14 - 17 July 2026

**Start date:** w/c 4 August 2026

## **CONTACT US**

**Email** [info@eliotsmithdance.com](mailto:info@eliotsmithdance.com)

**Phone** 0191 269 55 79

**Social Media** @eliotsmithdance

**Office Address** C/o Dance City, Temple Street, Newcastle upon Tyne, NE1 4BR

## **ACCESS**

We are working towards becoming as accessible as possible. You can view this document in large print or listen to the audio file on our website.

We will accept applications in the following formats:

Online Application form

Other formats available on the website.

CVs alone will not be accepted.

You can also complete the statement in support of application through the submission of either a 5 minute long short film or voice note.

If you require this document in any alternative format, please let us know.

**Eliot Smith Dance is a limited company registered in England and Wales under number 9442391. The Registered Office is: The Greenhouse, Greencroft Industrial**

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Stanley, County Durham, DH9 7XN**