



NEW CHAMELEON WANTED!

Company Assistant

An exciting opportunity has arisen to join one of the UK's leading independent dance companies at an important time in the company's development.

As Company Chameleon's work continues to grow with a focus on developing opportunities through dance in Greater Manchester, we're recruiting across the team, and applications are now open for Company Assistant.

Building on the solid foundations created from producing dance theatre that has toured the world, the recruitment follows our successful NPO funding from Arts Council England.

Part of the core team that manages, organises and administers the company's productions and touring activities, the Company Assistant will support the Company Coordinator in the logistics and assisting financial management of the company, audience feedback and marketing.

To Apply

To apply for this position, please send your completed application form, marked **Company Assistant – Private & Confidential** in the email subject heading to info@companychameleon.com

Closing Date: Monday 20 February 2023, 5pm

Interviews: Monday 27 February 2023

Location: Manchester / Online

For further information about Company Chameleon, explore our website: <http://www.companychameleon.com/>



If you have any questions about this position, please contact:
info@companychameleon.com / 0161 223 6280

COMPANY ASSISTANT

Contract: Permanent

Location: Manchester, UK

Salary: £19,000 pro rata 3 days £11,400

Holidays: 25 days per annum plus bank holidays pro rata 15 days

Responsible to: Company Coordinator

Job Description

An opportunity to support the delivery of administrative services within a very busy arts organisation.

Responsibilities will include diary management, financial processes, arranging internal and external meetings, collating audience feedback, supporting marketing activity, minute taking and regular communication by email and phone with a range of stakeholders, companies, and partners.

The post holder must be adaptable, well organised and hold strong communication skills.

Job Purpose

- You will be providing administrative support to the team working specifically with the Company Coordinator.
- You will be expected to work independently and within a fully interconnected structure that relies on collaboration, flexibility and the ability to operate within both formal and informal reporting settings.

- You will be providing administrative assistance to Senior Managers, organising meetings, touring arrangements and supporting co-ordinating administrative processes: collating and distributing agendas and papers, note-taking and following-up on actions, and providing support for cross-team working as required.
- You will be undertaking small research tasks, preparing briefings, gathering and disseminating information, and running administrative support systems for the team: including workload planning, social media & marketing, data entry, record filing and archiving.
- You will be providing support to the team's administrative procedures: raising purchase orders and contracts, and processing payments as requested.
- You will share the first point of contact for the team, responding to queries and liaising with internal and external stakeholders.
- You will contribute to the organisation's commitment to diversity and its implications for the arts and culture, promoting a diversity perspective in all aspects of the post's objectives and activities.

Person Specification

Essential

1. To succeed in this role, you will have some experience of working or volunteering in an administrative role and programme support, preferably in a similar role.
2. You will be highly organised with the ability to prioritise and juggle multiple priorities and exercise effective judgement when managing complex tasks.
3. You will have good interpersonal and communication skills – both speaking and in writing – and the ability to communicate in a confident and engaging manner and influence individuals over whom there is no formal line-management relationship.

4. A high standard of written English and ability to edit notes, minute taking at meetings and proof-read documents.
5. Strong IT skills
6. Ability to work as part of a team.
7. A flexible and can-do attitude.
8. Educated to degree level or similar professional and/or relevant experience in a similar role.
9. A willingness to be flexible with working hours.

Desirable

1. Experience of monitoring budgets.
 2. Experience of marketing.
 3. Full driving license and use of a car.
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About Company Chameleon

Based in Manchester, Company Chameleon is a touring dance theatre company, which produces inspiring and original productions that tour across the UK and the world. Company Chameleon began when Anthony Missen and Kevin Edward Turner met at Trafford Youth Dance Theatre in the mid-1990s. Two ordinary lads from Manchester, they shared an ambition to dance professionally for a living. After developing their talent at Trafford, they went on to train at the Northern School of Contemporary Dance, and after graduating travelled extensively to work with some of the most innovative dance companies and choreographers in the world. They returned home to Manchester in 2007, to achieve their goal of setting up their own dance company in their home city, and Company Chameleon was born. Today, Company Chameleon tour internationally to wide acclaim and perform over fifty indoor and outdoor performances a year. In 2019, Company Chameleon welcomed Dame Darcey Bussell on board as the Company's first-ever Patron.

Learning & Participation

Learning and participation is an integral part of the Company's approach. Everywhere the Company performs, they lead a dance class or workshop. As a result, Chameleon has introduced thousands of people, from countries all over the world, to a different side of dance and movement. From beginners' creative sessions in schools through to professional level company classes at their studio, Company Chameleon remains committed to delivering inspiring and impactful opportunities all year round.

The Company's learning and participation aims mirror those of the professional work: to attract, nurture and develop talent. The Company have developed a strategic approach to their learning and participation offer, to enable anyone no matter what their previous engagement in dance, to interact with the company and access high quality dance experiences.

Professional Development

As part of Company Chameleon's continued commitment to support the next generation of dance artists and professionals residing in the region, Chameleon offers a variety of training and development opportunities with the company. In 2018 Company Chameleon, established its Associate Artist programme, supporting the artistic development of selected emerging artists based in Greater Manchester.

Education

Company Chameleon have developed a formidable reputation for delivering transformative education work. Working across all key stages, in addition to further, higher and vocational educational settings, the Company's outstanding education work is delivered with a central aim of providing an engaging, instructive and enjoyable experience for all. Packages are delivered both within and outside of the curriculum, as one-off workshops, longer-term residencies or as part of an after-school programme. The Company offers Teacher CPD and INSET opportunities along with student placements with the company. Company Chameleon also offers education partnerships, providing schools, colleges and universities year-round engagement with the company.

Touring Workshops

Company Chameleon lead workshops and intensives in tandem with the national and international touring programme. Workshops provide



participants with a unique insight into the Company's work. Sessions are closely linked to the current repertory, offering participants the chance to learn original movement vocabulary from the production, along with the opportunity to explore some of the choreographic processes used in the production's creation.

Projects

From dancing in prisons and libraries to exploring mental health through creative movement in schools, Company Chameleon deliver a broad range of bespoke projects all driven by our belief in the transformative power of dance.

Studio Classes

Based at home studio in East Manchester, the Company offers a variety of classes, workshops, holiday clubs and intensives. From the Saturday Sessions – our fun, physical and interactive programme of dance classes for young people, age 4-16 to our Pro and Company Classes for professionals in the region, our growing studio programme of accessible classes offers something for everyone to get involved in!

Chameleon Youth

Based in Central Manchester and launched in 2016 by Company Chameleon, Chameleon Youth is the only youth dance company in Manchester that is part of a professional dance company. Youth company members are taught by professional dance artists and benefit directly from the knowledge and experience gained through worldwide professional touring and performance. Chameleon Youth is entry via audition and the annual programme offers its members the opportunity to train weekly with Company Chameleon's professional dance artists, create work collaboratively with guest choreographers, grow individuality as young dance artists and perform throughout the year at high profile theatres and outdoor festivals.

Commitment to diversity

Company Chameleon believe that diversity strengthens and enriches us, and that it is our responsibility to make the arts and cultural sector a more diverse and equal place. We are committed to building a culturally diverse workforce and therefore strongly encourage applicants from different backgrounds to apply and welcome applications from all people who are underrepresented in our sector.