

'Exercises in Telepathy', by Annie Hanauer, 2017. Photo by Matt Grayson.

candoco
dance
company //



We are Candoco
A producing dance company
& artist development
organisation

Thank you for your interest in joining Candoco Dance Company.

We recommend that you have a look at the About Us section of our website before reading the following job description to understand the changes Candoco has made and the way that we work.

'Mosaic Science', 2015. Photo by Samuel Bradley.





WHY WE WANT TO WORK WITH YOU

Candoco is made by the people we work with: our staff, our dancers and our artists and we are thrilled that you are interested in joining our team.

We want to work with people with different experiences, skills and stories as this is how we continue to learn, continue to grow and thrive.

The person specification in this job description will give you a picture of what we need but please don't be put off if there are some areas in which you don't have as much experience.

The most important thing to show us in your application is how you want to make a positive impact on our team and help us in our mission to expand what dance can be, who makes it, and who experiences it.

Candoco is an equal opportunities employer. We welcome applications from all sectors of the community. We are particularly keen to hear from people who identify as D/deaf, disabled and neurodivergent (read more of our [inclusion statement](#)), or from communities that have been historically excluded from the arts.

We are equally committed to building a team that is diverse across race, ethnicity, gender identity, sexuality, age, faith, class and socioeconomic background. We know that these identities intersect and that the most marginalised voices are often the least likely to apply. We want to change that.

If you're unsure whether this role is right for you, or if you'd like to talk through any aspect of the application process, we'd love to hear from you before you apply. Please contact Melanie, Executive Director - melanie@candoco.co.uk, to arrange an informal conversation.

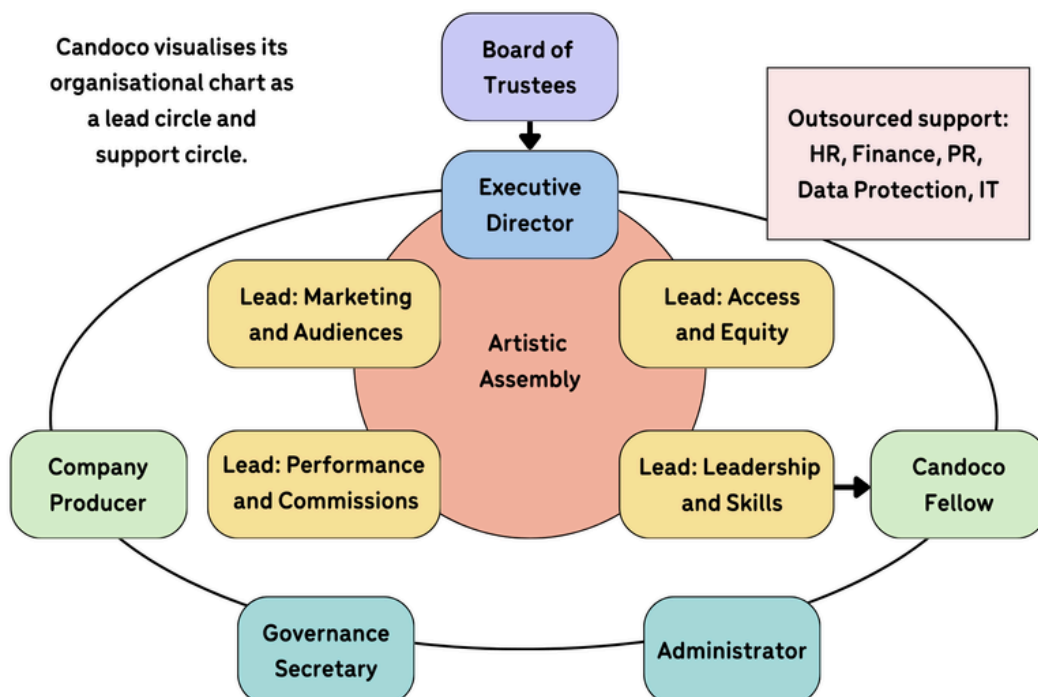
We are happy to receive applications in alternative formats, and we will ask ahead of any interview whether you need any access adjustments.

Please get in touch with our Interim Lead: Access and Equity (makarena@candoco.co.uk) if there is anything else that would make this process more accessible for you.



KEY INFORMATION

Role:	Administrator
Contract type:	PAYE
Duration:	Part time, 0.6 (3 days a week) We are open to flexible working arrangements and would encourage you to talk to us about what works for you.
Salary:	£26,000 - £30,000 per annum (pro rata)
Location:	Hybrid. Minimum 1 day per week (Thursday) in the London office at Mountview, Peckham. London presence will be needed during any London-based activity being led by this role. Occasional Saturdays and evening work required.
Reports to:	Executive Director
Key working relationship:	Executive Director, Governance Secretary



ABOUT THE ROLE

This is a varied and relationship-centred role at the heart of how Candoco operates.

You will provide direct executive support to the Executive Director, helping to manage information flow, prioritise correspondence, and ensure nothing falls through the net during a busy and ambitious period of organisational transformation.

Alongside that direct support, you will keep the organisation running smoothly: managing the office, maintaining systems and filing, supporting financial administration alongside our external accountants FreshEyes Finance, and taking on research and project support tasks as they arise.

We are looking for someone who is organised, proactive, and discreet. Good administration means anticipating needs, building efficient systems, and making sure the people around you have what they need to do their best work. We need someone who is adaptable and calm under pressure, equally happy getting into the details and stepping back to see what needs doing next.

This role offers a genuine opportunity to shape how Candoco operates as we move from the ensemble company of old to a new model of a producing dance company.



KEY RESPONSIBILITIES

Executive Support to the Executive Director

- Manage the info@ and admin@ inboxes: triaging correspondence, flagging what needs the Executive Director's attention, and tracking outstanding follow-ups and actions.
- Maintain a clear system for tracking correspondence and actions so the Executive Director has a reliable overview of what requires a response
- Provide light diary management: scheduling meetings and flagging upcoming priorities
- Book travel, accommodation, register for events and organise training for the Executive Director and senior staff
- Support team meetings, including note taking and tracking actions
- Provide occasional executive support to other members of the Lead Circle as needed

Finance Administration

- Maintain the overheads budget tracker, keeping it up to date as costs are incurred and flagging anomalies to the Executive Director
- Supporting the Executive Director with invoice processing and routine financial administration
- Act as day-to-day liaison with our external accountants FreshEyes, passing on documentation and responding to requests for information
- Collate expenditure data to support funder reporting, as requested

Office Administration and Operations

- Day-to-day office management: stationery, equipment, supplies, staff passes
- Manage office services: insurance, telephone systems, IT equipment provision
- Liaise with suppliers, service providers and industry memberships
- Maintain a well-organised, functional office environment
- Maintain Google Drive filing systems, keeping organisational information well-structured and accessible
- Maintain and improve administrative systems and processes as the organisation evolves
- Support Health & Safety record-keeping, coordinating risk assessments, keeping records of incidents, and ensuring insurance documentation is current
- Support data protection compliance and record-keeping in line with company policy

Research and Project Support

- Support the implementation and ongoing maintenance of a CRM system, working with the Executive Director and Lead: Marketing and Audiences
- Undertake research projects as directed: for example building archives of the company repertoire
- Support digital organisation and information management across the company
- Take on ad hoc administrative project support as the organisation's needs evolve



CreativeLab Workshop 2026. Photo by Rocio Chacon..

SKILLS AND EXPERIENCE NEEDED

Essential

- A proactive and organised approach to managing information
- Experience in an Executive Assistant or office management role, with a strong track record of supporting a senior leader.
- Ability to triage, prioritise, and track correspondence and actions across multiple inboxes or workstreams
- Comfortable working with financial data: maintaining trackers, processing invoices, and collating information for reporting
- Strong communication skills and the ability to liaise with a wide range of stakeholders with discretion and professionalism
- Proficiency with Google Workspace (Gmail, Drive, Docs, Sheets, Calendar)
- Proactive problem-solver who anticipates needs rather than waiting to be asked
- Able to handle sensitive and confidential information appropriately
- Strong reading and written English, essential for managing correspondence, reporting, and stakeholder relationships

Desirable

- Experience using accounting software (Xero or similar) or willingness to learn
- Experience implementing or maintaining a CRM or database system
- Familiarity with Access to Work administration
- Experience in the arts, charity, or not-for-profit sector
- Experience supporting financial reporting for funders

HOW TO APPLY

To apply, we'd like you to answer the following questions:

1. Organisation and information management

Tell us about a time you have managed a busy inbox, correspondence, or information flow on behalf of someone else. How did you make sure nothing was missed, and how did you decide what needed urgent attention?

2. Finance and systems

Describe a time you have maintained a tracker, database, or financial record on behalf of a team or organisation. How did you keep it accurate and useful, and what would you do differently in hindsight?

3. Adaptability and variety

This role spans executive support, finance administration, office management, and research projects sometimes all in the same week. Tell us about a role or period of work where you had to hold several very different responsibilities at once. How did you manage your time and priorities, and what did you learn about how you work best?

4. Understanding of Candoco's mission

Candoco exists to expand what dance can be, who makes it, and who experiences it. Why does this role, in this organisation, appeal to you and what would you bring to a team working toward that mission?

How to Submit your Application

You can submit these to us via our application form [here](#) or by submitting your answers by video, audio or any other alternative method (which you can do using the form)

Please ensure any alternative submission does not exceed 10 minutes in duration.

Please also attach a CV/ up to date LinkedIn profile or any other alternative version of your employment history.

Equal Opportunities

On submitting your application, please also confirm completion of our [Equal Opportunities Monitoring Form](#).

Deadline

The deadline for applications is 10am, Monday 18 May 2026

Next steps

We will inform shortlisted applicants by 22 May 2026

We will hold interviews week commencing 25 May 2026

If you have any questions about the role, please contact melanie@candoco.co.uk

We thank you for your interest in Candoco Dance Company.

