

COMPANY ASSISTANT JOB PACK

**Permanent, 32 hours per week (4 days)
£20,966 per annum actual (£26,208 pro rata)**



COMPANY

CONTENTS AND PROCESS

This job pack includes:

- Information about Company of Others and the role of Company Assistant
- A job description
- A person specification

Application Requirements:

- A covering letter (no more than 2 sides of A4) detailing your interest in the role and how your experience & skills meet the requirements of the post
- A CV including 2 referees
- A completed [equal opportunities monitoring form](#)

Please submit your application to Eva Leung by email admin@companyofothers.org.uk with 'Your Name: Company Assistant' in the subject line.

If you would like an informal, confidential discussion before making an application, have any questions about the application process or access requirements please contact Eva by email: admin@companyofothers.org.uk or telephone: **0191 276 1524**.

TIMELINE

Recruitment Pack Released: 28th September 2026

Informal Conversations: 5th - 9th October 2026

Application Deadline: 19th October 2026, 10am

Interviews: 30th October 2026

Decision to candidates: 2nd November 2026

Start Date: As soon as practicable taking into account notice period.
Start date will not influence panel decision.

Hello,

Thank you for your interest in working with Company of Others, and for considering joining us.

We're a dance organisation that was founded to be a place where people who experience being Othered by the society we live in, can be creatively free, can move as our truest selves and be ambitious about what we can achieve.



The Company Assistant role is pivotal, in making sure the organisation runs smoothly, and supporting the lead artistic role in the organisation to deliver the best work possible.

If you're someone who believes they can thrive in this role, please apply. Everyone at Company of Others is currently inhabiting a role that they hadn't done until they came to us, including me.

If you have any questions about the role, Company of Others, or our future, I encourage you to take us up on the offer of an informal conversation, details of which can be found in the job pack.

I hope you decide to apply, and if so, look forward to reading your application,

Nadia

Artistic Director & CEO

ABOUT COMPANY OF OTHERS

Company of Others is a dance theatre company based in the North East of England, led by Artistic Director and Choreographer Nadia Iftkhar. Company of Others was founded in 2014 and incorporated in 2016, supported by funds from Arts Council England's Elevate Fund.

In July, 2021 we began creating a home for Movement + Community in Walker, and in April 2023, we joined Arts Council's National Portfolio of Organisations. In 2024, Company of Others became the first Dance Company of Sanctuary.

Our core values are **Artistry, Integrity & Equity**.

At the centre of our work is our co-creation method which ensures we truly collaborate with the communities we work with and belong to, to create bold dance theatre experiences that instigate change.

Our varied programme of work falls into 3 key areas:

RESIST

Walker Youth Dance Project (WYDP)

Four free, weekly, after-school projects in choreographic/performance training for leadership, empowerment and wellbeing, founded 2016. Successfully running for 10 years, our programme delivers high quality training with healthy snacks provided, alongside trips to experience professional dance, guest artists and since 2022, the creation of their own annual Walker Youth Dance Festival, an opportunity for our dancers to perform for family and friends alongside other dance groups, instilling a sense of pride in their achievements and local area.



Moving Together

A programme of movement and mental health support for Global Majority women and/or Refugee/Asylum Experienced women. The group meet fortnightly and work with the Artistic Director to explore movement for self-expression, rest, wellbeing and sisterhood. The programme is supported with counsellors, translators, a shared meal in each session and guest artists. The group is now working towards a co-created performance exploring the concept of holding and letting go.



Ensemble

Weekly dance workshops for people aged 65 and over that aims to celebrate our elders, increase their balance and coordination, and combat social isolation by providing a space for people to meet and work on a project together, increasing each dancers confidence.

“[CO Ensemble] has made me feel like I’m sort of resisting old age”

CO Ensemble member

St. Anthony’s Care Association

We run weekly movement workshops at St Anthonys day centre, delivering both group sessions working on balance and mobility, and more intensive 2-1 sessions with residents who have challenges in leaving their homes, with the aim to build their confidence enough to join one of the regular sessions.

Rooted in Movement

This programme aims to shift the power balance for artists in the North by providing paid residencies and travel bursaries. Our travel bursaries are for North of England based, movement focused artists whose personal ancestry has roots beyond the borders of the UK. The bursaries aim to provide artists with time to explore their practise elsewhere, to connect more deeply to the land and culture of their chosen place, which must be outside of the UK, and build artistic connections there. Paid residencies take place at our home The Bricks with no expected outcome

CONNECT

Seasonal Gatherings

On a quarterly basis we bring all our groups together at one of our seasonal gatherings. These events are opportunities for individuals who would never normally meet, was it not for Company of Others, to share food, dance and connect. We use these occasions to gather their feedback, thoughts and ideas that influence our programming. We make these events a democratic space, to redistribute decision making power in our organisation, where every voice counts.

“My confidence has gone up...I know my voice deserves to be heard”

Walker Youth Dance Project member

CO-CREATE

Our body of touring productions.

Grief Floats

Outdoor dance work and engagement programme, performed by 9 diverse dancers in the North Sea in 2023 and returning in 2024, acknowledging grief felt across the NE and beyond. An articulation of how movement, community and water are ancestral healing connections we are losing. With national press coverage and overwhelmingly positive feedback of the show, we are now exploring touring on a national and international scale from 2026

In 2026, we are developing our next production, which explores the feelings of being held and holding with women and girls.



In 2023-24, we:

- Premiered Grief Floats, our first outdoor work made for the North Sea
- Became a member of Arts Council England's National Portfolio of Organisations
- Created Moving Together, our 2-year project for women of the Global Majority and/or women seeking sanctuary
- Delivered our Welcome Project, ensuring every year 7 in Walker has danced with us, and knows how to access our work
- Delivered our first Community AGM, welcoming those who dance with us to our governance processes
- Hosted artist residencies and supported artists through mentorship and support in kind
- Launched Rooted in Movement, our travel bursaries and paid residencies for movement artists

In 2024-25, we:

- Became the first Dance Company of Sanctuary
- Started Walker Youth Ballet for our 12-17 year olds, providing skin tone appropriate balletwear & trips to see professional ballet performances for all dancers
- Delivered the PowerFULL project, a programme of movement based workshops, for young women aged 16-25
- Performed our second run of Grief Floats in King Edwards Bay
- Delivered our third Walker Youth Dance Festival in Walker Park
- Provided 3 residency and 2 travel bursaries through the Rooted in Movement programme

More detailed information can be found at companyofothers.org.uk.

Our team currently consists of Artistic Director & CEO (FT), Finance Manager (PT), Administrator (FT), Artistic Assistant (PT) and Marketing Coordinator (PT), working alongside freelancers who help us deliver our programmes.

We're supported by a board of Trustees who play an active role in driving the strategic aims and ambitions of Company of Others and our wider community.

ABOUT THE ROLE

Company of Others is about to go through a really exciting time of growing our projects and doing more to create movement opportunities in the North East and beyond for people in our communities as part of our NPO funded programme of work. This growth means we need more people, who have a passion for dance, and who are interested in learning and developing new skills within the organisation whilst supporting the delivery of our programme.

The Company Assistant role is pivotal, in making sure the organisation runs smoothly, and supporting the lead artistic role in the organisation to deliver the best work possible.

You'll get to work across all of our projects, making this a role for which no two days are the same. With tasks ranging from minute taking, data collection & record keeping to ensuring the Bricks is welcoming & stocked with everything we need to support our team and community. You'll also be supporting our programmes by ensuring we have everything we need including consent forms from our children to food shopping for our community meals.

You'll be curious, brave, flexible, have an eye for detail, and be great at communicating with a wide range of people.

ROLE: COMPANY ASSISTANT

Responsible to: Artistic Director & CEO

Hours of work: Company of Others has a core working week of Monday – Friday, 10 – 6pm. Flexibility is required around our regular activity with evening work on our projects, and some weekend working during key events and productions.

Place of Work: The Bricks, Walker, Newcastle upon Tyne, NE6 3SN.

Probation period: 1 month.

Notice period: 1 month during probation and 2 thereafter.

Terms: Permanent, 32 hours per week (4 days).

Annual Leave: Paid annual holiday entitlement is 22.5 days of which 6.5 days are bank holidays.

Remuneration: £20,966 per annum actual (£26,208 pro rata) with 3% pension contribution alongside your contribution of 5% which you can opt out of if you wish. Access to generous Company Care and Training budgets.

KEY RESPONSIBILITIES

General Administration

- Providing administrative support to the Artistic team to deliver our projects
- Ensuring the Bricks is clean and tidy and a welcoming space
- Ensuring the Bricks is stocked with supplies needed to deliver our work
- Ensuring that the company calendar is kept up to date
- Scanning, digitizing & archiving project paperwork, receipts & documents
- Organising couriers and post when needed
- Minute taking in meetings
- Supporting the collating various data streams for reporting
- Being flexible in working across areas and supporting other staff in achieving our common goals as necessary in a small team

Artistic Projects

- Ensuring that our Artistic Associates and Artistic Director have all the necessary equipment and paperwork needed for delivering sessions & supporting where necessary
- Welcoming newcomers to workshops and rehearsals
- Organising refreshments and preparing food for our projects
- Assisting the whole team during the creation process, including buying props, costumes, organising refreshments for meet & greets, setting up rehearsal spaces
- Supporting the Marketing Coordinator with the distribution of marketing materials
- Supporting the capturing and collation of information for reporting purposes

Other Duties

- Uphold and champion the Company's internal and external policies and uphold the Company's values of Integrity, Artistry & Diversity
- Understand and champion the CO way of doing things as referenced in The Foundations and The Light
- Attend all Company of Others events and at times relevant arts and cultural events
- Any other business as reasonably requested by the team

PERSON SPECIFICATION, SKILLS & EXPERIENCE

You'll have...

- A thirst for knowledge and learning, and an understanding of how to transform learning into action
- A reliable, friendly and positive work attitude
- IT skills and be familiar with Microsoft Office and other digital tools
- Good organisational skills including good time keeping and knowing how to prioritise tasks
- A passion for social change and a current understanding of how political and social oppression intersects and the direct impact this has on people in the UK today
- An urge to move away from 'how its always been done' and an ability to dream up new ways of doing
- Excellent verbal and written communication skills, able to communicate well with a wide range of people
- Self-awareness, authenticity and openness
- A valid UK driving license & access to own car



EQUAL OPPORTUNITIES

Company of Others was created by and for people who experience being 'othered' and/ marginalised by the society we live in. It is important that the people who work at Company of Others are representative of the communities we co-create our projects with. We welcome applications from people of all backgrounds and lived experiences.

We are particularly interested in applications from people who identify as d/Deaf, Disabled, Neurodivergent, Black, Asian, PoC, Global Majority, Queer, LGBTQ+ and/or Working Class.

Again, thank you for your interest in Company of Others, we look forward to hearing from you.



Images: 1/5/7/8. Luke Waddington 3/4. Victoria Wai 2. YellowBelly 3. Victoria Wai 5. WYDP captured by Nadia

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