

COMPANY OF OTHERS

Company Assistant Job Pack

Permanent, 32 hours per week (4 days)

£19,968 per annum actual (£24,960 pro rata)

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.

I'm especially excited about this role, as 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

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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 Emma Whitenstall by email

emma@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 Emma by email: emma@companyofothers.org.uk or telephone: 0191 276 1524.

TIMELINE

Recruitment Pack Released: 6 September 2024

Informal Conversations: 16 - 20 September 2024

Application Deadline: 23 September 2024, 10am

Interviews: 27 September 2024

Decision to candidates: 30 September 2024

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

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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 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 we became a 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 to create bold dance theatre experiences that instigate change.

Our varied programme of work falls into 3 key areas:

RESIST: Walker Youth Dance Project, Moving Together, Rooted Residencies and Bursaries, and PowerFULL

CONNECT: Walker Youth Dance Festival, Community Programming @ The Bricks and development of a Youth Programming Board for arts and culture in Walker

CO-CREATE: Our body of touring productions, most recently Grief Floats, a performance made for the ocean, providing a moment of communal reflection on all we have lost, and are yet to lose.

In 2021-22, we:

- acquired The Bricks, a home for movement + community in the heart of Walker and developed the space to suit our community's needs
- created Walker Youth Dance Festival
- hosted 4 artistic residencies at The Bricks for local artists

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- expanded Walker Youth Dance Project to include 4-7 yr olds

In 2022-23, we:

- Delivered 100+ workshops to young people aged 4-17 through Walker Youth Dance Project
- Hosted our first Walker Youth Dance Festival
- Made The Bricks available for gatherings, community celebrations & artist residencies
- Embedded the in-person Company of Others Ensemble workshops, delivering over 40 workshops and reaching 100+ people

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 yr 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

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

Our team currently consists of Artistic Director & CEO (FT), Operations & Resource Lead (FT), Finance Manager (PT), Fundraising Manager (PT), Company Assistant (PT) and Administrative Assistant (PT), working alongside freelancers who help us deliver our programmes.

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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: Operations & Resource Lead

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

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

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Probation period: 1 month.

Notice period: 1 month during probation and thereafter.

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

Annual Leave: 22.5 days per year, with an additional 6.5 days Bank Holiday entitlement

Remuneration: £19,968 per annum actual (£24,960 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 kitchen supplies & stationery etc
- 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 company meetings
- 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

- Opportunities to shadow artistic associates during sessions to learn more about how we work with our community
- Ensuring that our artistic associates have all the necessary equipment and paperwork needed for delivering sessions & supporting where necessary
- Welcoming newcomers to workshops and rehearsals
- Organising refreshments for sessions when needed
- Assisting the whole team during the creation process, including buying props, costumes, organising refreshments for meet & greets, setting up rehearsal spaces

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- Booking travel and accommodation
- 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 Company of Others events and relevant arts and cultural events
- Any other business as reasonably requested by the team

PERSON SPECIFICATION & EXPERIENCE

- A love and understanding of dance theatre and all its potential
- Experience of working in a producing capacity on projects and productions
- Demonstrable track record of working with diverse partners in and outside of the cultural sector
- A natural collaborator who enjoys working on nuanced and complex projects
- 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

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, Black, Brown, POC, Global Majority, Woman, and/or Working Class.

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Please contact emma@companyofothers.org.uk should you have any access requirements or need any adjustments to be made in order to apply or attend an interview.

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

"I love coming here because everyone makes you feel safe and welcome"

Walker Youth Dance Project Member