



**Administration Assistant
Job Description**

Job Description

Job Title: Dance Live! Administration Assistant

Timescale: January 2026 to March 2026 as follows:

- 12th January to 25th January: 16 hours per week
- 26th January to 12th February: 114 hours to be distributed variably across 2.5 weeks (by negotiation)
- 2nd March to 15th March: 16 hours per week
- 16th March to 22nd March: 48 hours per week

Reporting To: Dance Live! Senior Producer & Dance Live! Production Coordinator

Contract Type: Freelance, fixed term. Paid monthly.

Fee: £12.21 per hour

Location: Portsmouth Guildhall, Portsmouth. Work From Home hours are negotiable.



Application Process

To Apply: Submit a CV, Cover Letter explaining how you fit the below person specifications and an optional Equal Opportunities Monitoring Form ([available here](#)) to cherry.lambert@portsmouthguildhall.org.uk by Monday 8th December, 2025.

Interviews: Interviews will be held in person or video call (candidate preference) week commencing Monday 15th December, 2025.

Start Date: Week commencing 12th January subject to availability, references and a clear Enhanced DBS Check.

We welcome applications in alternative formats. If you would like to apply in an alternative format, please get in touch with the team via the above address.





The Role

To assist with the administrative process behind Dance Live! events, supporting the delivery of Dance Live! across the South for the 2026 event season. The role will be responsible for continuing strong levels of communication with schools while delivering consistent pre-event and post-event outputs such as Screen Content Checks, Performance Video Access and Winner Announcements.

Key Roles & Responsibilities

- Liaise with the Dance Live! Team about event delivery information and participating schools.
- Signpost teachers to existing Dance Live! communications and channels such as the Teacher Zone and 1-2-1 Video Support with the wider team.
- Check schools' Screen Content for copyrighted, explicit and non-permitted content pre-event.
- Download and organise video files pre-event.
- Collate and check Judge's Feedback and give access to teachers post-event.
- Give teachers access to performance videos post-event.
- Send media photos to schools with young people without photo consent post-event.
- Upload Winners Announcements to Dance Live! social media accounts post-event.
- Support and enable the Dance Live! Team to deliver the Dance Live! 2026
- Receive training in Dance Live! pre and post event administration processes.



Person Specification

This acts as a selection criterion and gives an outline of the type of person and characteristics required to do the job.

All criteria are essential.

Attribute	Essential
Experience	<ul style="list-style-type: none">• Competence in Microsoft Office Suite (Word, Excel, Outlook)• Familiarity with file management and digital collaboration tools (e.g. Google Drive, Teams)• Past good practice in liaising with teachers or similar• Past good practice in successfully maintaining relationships with schools/teachers; or similar within your network.
Skills/Abilities	<ul style="list-style-type: none">• Competence in social media platforms such as Facebook and Instagram• A knowledge of dance choreography, dance technique and dance performance• Strong understanding of the network of schools in the region and how best to engage with them• Ability to organise own work priorities• Ability to adapt priorities to the urgent needs of the schools• Knowledge and understanding of the barriers young people face in engaging with large-scale performance• Excellent written and verbal communication skills• Confident, with good interpersonal and networking skills
Education & Training	<ul style="list-style-type: none">• GCSE English and Maths• Educated to degree level and/or demonstrable experience of work in the Creative Cultural Industries

Diversity Commitment

The Guildhall Trust is committed to promoting equalities and celebrating diversity and we welcome applications from people from diverse and underrepresented backgrounds. If you would prefer to submit your application by video or through a different format or have any other questions surrounding access requirements, please feel free to get in touch with us.

We are committed to offer an interview to candidates with disabilities, providing they meet the minimum requirements of the job role. Please let us know via the optional Equal Opportunities and Monitoring Form.

Our Commitment to Accessibility

We are committed to creating an inclusive recruitment process. If you have a disability or long-term health condition and meet the essential criteria for this role, we will guarantee you an interview. Please let us know in your application if you would like to be considered under this commitment, and inform us of any reasonable adjustments you may need during the process.

If you would like to be considered, please include this statement in your email to us:

'I would like to be considered under the guaranteed interview scheme, due to a disability or long-term health condition'

Safeguarding Commitment

Dance Live! & The Guildhall trust is committed to ensuring the safety and wellbeing of children and young people involved in our activities, our Safeguarding policy can be found on the Dance Live! website. Interview questions will include questions about safeguarding.

The post holder will be required to have an enhanced DBS check carried out (organised by The Guildhall Trust), and referees will need to be provided, that can discuss your suitability to work with young people.

