

RAMBERT

**Audiences Coordinator
Recruitment Pack**





WHAT IF...

...there was a dance company where brilliant and daring people could show up and be supported to push themselves to move the world forward.

Welcome to Rambert.

We believe that to give brilliant and daring people the chance to inspire others is to give them the power to change the world for the better. As one of the world's most diverse dance companies we make dance that is awe-inspiring, adventurous, dynamic and relevant, and take it to our neighbourhood, the nation and the world.

We want to hear the most exciting and radical ideas wherever they may come from and to connect with audiences and participants from all backgrounds. Through performances, dance and wellness classes and courses for people of all ages and abilities, we want to ensure we are inspiring, engaging and relevant to everyone.



Governance, Finance, and Brand

Rambert is a registered charity, and a company limited by guarantee. We are overseen by a non-executive board of Directors led by our outgoing Chair, Dame Sue Street.

The Rambert Group is made up of three companies comprising Ballet Rambert Ltd, Rambert Trust Ltd, and Rambert Productions Ltd. We have two joint ventures with Rambert School: Rambert Grades and a trademark holding company.

Rambert School of Ballet and Contemporary Dance is a leading institution for professional dance training and plays a central role in the governance of Rambert Grades, alongside Rambert Company, through a joint venture partnership. While Rambert Company focuses on professional performance and public engagement, Rambert School brings academic and pedagogical expertise to the development of the syllabus. Together, they oversee the strategic direction and quality assurance of Rambert Grades, ensuring it reflects both artistic excellence and educational rigour. This collaborative governance model allows Rambert Grades to remain deeply connected to the professional dance world while maintaining high standards in contemporary dance education.

Our work is funded through national portfolio organisational (NPO) grant income from Arts Council England, box office, and fundraising. Our other income is from Theatre Tax Relief (TTR) or earned through commercial hires of our enviable building. Our 2025-26 turnover is forecasted to be between £5-6 million.



House Rules:

- Everything starts with diversity and inclusion
- Always believe it can be better
- Take us with you
- We trust each other
- Look after yourself so you can look after others
- We respect and take responsibility for our planet and its people
- Don't look back but remember where you come from
- To be superhuman, you need to be super human

RAMBERT

AUDIENCES CO-ORDINATOR (FIXED TERM CONTRACT)

Job Summary

This job description is a guide to the nature of the work required in this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

Contract Type and Length: This is a full-time eighteen (18) month fixed-term contract with the possibility of extension subject to organisational needs and the success of the integration of Rambert Grades operations within Company.

Days/hours of work: Monday to Friday 9.30am to 6pm with some evenings and weekends as required.

Location: Rambert Office, London, UK

Salary: £27,000 per annum

Accountable to: The Senior Participation & Community Manager

Role Overview

We are seeking a proactive coordinator within the Participation and Community team who works to broaden and diversify who can get involved with Rambert and broaden and diversify the ways people get involved.

Rambert is seeking a proactive and highly organised Participation & Community Coordinator to join our dynamic Audiences team. This role sits at the heart of our Participation & Community work, helping to broaden and diversify who engages with Rambert and how they do so.

You will play a central role in supporting a wide range of programmes and initiatives, including:

- On-site and online classes and courses through *Rambert Plus* and *Rambert Classroom*
- Our growing youth programme, *Future Movement*
- Our early years initiative, *Early Moves*
- Our outdoor festival, *Feel This Free*
- And crucially, Rambert Grades – our pioneering dance qualification framework developed in partnership with Rambert School and GCSE/A-Level specialists.

The purpose of this role is to support Rambert Grades, and the Participation and Community team's core activity. This includes the delivery of classes and courses onsite and online for Rambert Plus, Rambert Classroom and supporting certification and membership for Grades, as well as supporting the Fanbase strategy alongside marketing colleagues coordinating marketing activity for participation and community programmes and helping with fan liaison on social media channels and by email. You will be the main point of contact for enquiries about activities from the public, partners, freelancers and colleagues.



About You

- You are a confident communicator and a natural collaborator, with a passion for inclusive arts engagement.
- You thrive in a fast-paced environment and bring a proactive, solutions-focused approach to your work.
- You'll have experience in arts administration, education, or community engagement, and a strong interest in dance and creative participation.
- Experience with qualification frameworks or education programmes (such as Rambert Grades or similar) is highly desirable, as is familiarity with digital platforms and social media engagement.

KEY RESPONSIBILITIES

Team support

- Contribute to the successful delivery of the team's activity.
- Act as the main point of contact for public enquiries and from partners, freelancers and colleagues, always engaging with people in an inclusive and on-brand way.
- Provide administrative support for the team, including scheduling and booking space for team meetings and interviews, processing, coding and recording all departmental invoices.
- Help keep all Rambert's websites up to date, making updates and edits through the CMS.
- Supply financial information as required and on a regular basis for the purpose of reporting.

Activity support

- Coordinate the smooth running of classes, courses, events and filming for online classes.
- Contribute to the development of Rambert Classroom, supporting the creation of video content, designing text-based content, CPD courses and working collaboratively with partners to populate the site.
- Creatively programme the Professional class programme, ensuring a diverse breadth of artists, styles and techniques, continuously reflecting and developing the programmes to maximise income.

Marketing & Fanbase support

- Under the guidance of Senior Marketing Manager, we support marketing campaigns for Rambert's Participation & Community programmes, including regular activity and one-off events.
- Support the Social Media Coordinator in responding to comments on our social channels.
- Help manage and respond to various inboxes including Rambert Plus class subscribers.
- Support the team in messaging around the building, including in Rambert Works, our co-working space.



Rambert Grades

- Work in collaboration with Rambert Grades, providing administrative support and identifying opportunities within existing activities and programmes to actively promote and grow Rambert Grades

Equality, diversity and inclusion:

- Contribute to the delivery of equality, diversity and inclusion action plan for the team.
- Collaborate with the team to raise our ambitions for equality, diversity and inclusion, and learn from practices at other cultural organisations.
- Identify opportunities to widen access to Rambert Plus and onsite classes and courses.

Personal and professional development:

- Attend sector meetings to raise Rambert's profile and engage with debates in the performing arts and wider culture sector.
- Take actions to further personal and professional development in line with the requirements of the role and career progression.

General:

- Attend occasional staff meetings, training sessions and other events, which may take place outside normal working hours.
- Undertake other duties as may be reasonably required.
- Always carry out duties and responsibilities in line with Rambert's policies and procedures.

PERSON SPECIFICATION

We want brilliant and daring people to work at Rambert – people who want to be here and are committed to excel in their contribution to the company's success. We're a team of skilled, motivated, and collaborative people and everyone is expected to engage in the life of the organisation.

The successful candidate will demonstrate the following skills, experience, and personal qualities:

Essential requirements

- Knowledge of dance and dance learning with awareness of the needs of a range of audiences
- Experience of participatory arts projects with early years, children, young people, older adults and/or vulnerable people.
- Excellent organisational skills with the ability to coordinate people and multiple projects.
- Excellent administrative skills, including processing bookings and financial transactions.
- Good IT skills, with competence in using MS Office
- Excellent interpersonal and communication skills, both written and verbal.
- A self-starter, able to work independently and handle a varied workload with precision
- A team player and able to work collaboratively and support colleagues.
- A creative thinker and proactive problem solver.



Desirable requirements:

- Experience of working in an arts, arts learning and/or community arts setting.
- Knowledge of health and safety and accessibility in a dance learning context.
- An interest in contemporary dance, and the work of Rambert.
- Competence in reading and understanding budgets & contracts, including those with staff, suppliers, venues, and artists.

CONDITIONS OF CONTRACT

The role includes a three-month probationary period, during which either party may terminate the contract with two weeks' notice. Upon successful completion of the probation, the notice period will increase to two months.

The successful candidate will be entitled to the same benefits as other fixed-term employees, including holiday entitlement and access to relevant training and development opportunities.

BENEFITS

- Employee Assistance Programme including Private GP and Counselling Virtual Appointments
- 24 hour confidential helpline offering financial and wellbeing support
- Death in service benefit (4x base annual salary)
- 2 paid Volunteer days per year
- Free access to Rambert classes (subject to class capacity)
- Free access to onsite gym.
- Enhanced Maternity and Paternity Pay
- Enhanced Sick Pay
- Free tickets to Rambert Shows
- Discounted Theatre Tickets
- In person spiritual support by Chaplains and spiritual leaders from other faiths

TO APPLY

To apply, please send the below to recruitment@rambert.org.uk by the deadline of 9am on Monday 6th October 2025. Interviews will be held on Wednesday 22nd October 2025.

- A CV (no more than two pages)
- A one-page cover letter that details your interest in the role and your relevant experience and suitability for the role referring to the key responsibilities and personal specification and demonstrating your understanding of the role (max 1 side) or audio recorded voice note (max 4-5 mins) explaining why you wish to take on the role.
- An equal opportunity monitoring form that will be provided to you once we have received your CV and cover letter.
- Rambert encourages individuals from all backgrounds to apply for this position. We are committed to building a workforce that is representative of our society, bringing together individuals with diverse skills and experiences to shape our work.

We will contact every applicant regardless of whether you're shortlisted.



AN INCLUSIVE WORKPLACE FOR ALL

We:

- Actively encourage applications from individuals who are underrepresented identities within the arts industry to apply. We will interview all candidates from under-represented identities in arts who meet the essential requirements (above) for the role, as part of our commitment to fair and inclusive recruitment.
- Stand firm against racism and are committed to anti-racist practices.
- Recognise the underrepresentation of D/deaf and disabled people in the sector. We are committed to making reasonable adjustments throughout the recruitment process and in the workplace. Please let us know how we can support your access needs.
- Support and celebrate LGBTQ+ individuals, ensuring our workplace is inclusive of all sexual orientations, gender identities, and expressions.
- Understand acknowledge that social class disparities can create significant barriers to accessing opportunities in the arts. We strive to create an inclusive environment that supports individuals from all socio-economic backgrounds. We are Living Wage employers because we want to help break the poverty cycle and reduce socio-economic barriers to those working within the arts.

For more information, please contact Recruitment. recruitment@rambert.org.uk

Thank you and best of luck with your application.

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Rambert Trust Ltd
Registered no. 00483673
VAT no. 115 1155 60
Registered charity no.
250143

Ballet Rambert Ltd
Registered no. 01930699
VAT no. 207 8164 11
Registered charity no.
326626

Rambert Productions Ltd
Registered no. 09304404
VAT no. 207 8164 11
Rambert is a National
Portfolio Organisation
of Arts Council England.

Ballet Rambert Ltd
(trading as Rambert)
is a subsidiary of Rambert
Trust Ltd. Rambert
Productions Ltd
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Coin Street
community builders



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