



ROYAL
BALLET
SCHOOL



JOIN OUR TEAM

WORK AT THE ROYAL BALLET SCHOOL

ABOUT US

We are a global organisation with an important mission: to nurture, train and educate exceptional classical ballet dancers and to set the standard for dance training worldwide.

As a boarding school, a performing arts organisation and a charity, our team is varied. Our staff have specialist skills in dance, academics, pastoral care, healthcare, outreach, marketing, fundraising, and operations - to name a few.

We look for committed, enthusiastic candidates who demonstrate the skills and experience we need.

People are the key to our success - we attract, retain, develop and motivate the best in their fields to share our commitment to providing excellent care and education for our aspiring dancers and dance teachers.

OUR VALUES

**ACTIVELY
WIDENING
ACCESS**

**OUR HERITAGE
NOURISHES
OUR FUTURE**

**STRIVING FOR
EXCELLENCE**

**NURTURING
INDIVIDUALS**

**ALWAYS
INNOVATING**

WHAT'S IN IT FOR YOU?

Our full-time students are based at White Lodge in Richmond Park and Upper School in Covent Garden.

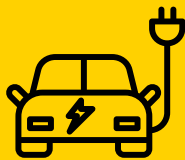
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden.

The Royal Ballet School operates in locations worldwide, including different Associate centres and venues for Intensive Courses.

Across our sites, there are a total of 280 employees. Wherever they work, our team respect each other, knowing everyone has a unique part to play in our organisation's mission. Our workspaces are friendly, welcoming and inclusive. Our employees share a passion for the arts in society and for supporting individuals to reach their full potential.



**GENEROUS
PENSION
SCHEME**



**TECH AND
ELECTRIC
VEHICLE SCHEME**



**CYCLE TO
WORK
SCHEME**



**EMPLOYEE
ASSISTANCE
PROGRAMME**



**LEARNING AND
DEVELOPMENT
OPPORTUNITIES**



**SEASON
TICKET
LOAN**



**GENEROUS
ANNUAL
LEAVE**



**DISCOUNTS
OFF A VARIETY
OF BRANDS**



**ASSOCIATE
PROGRAMME
COORDINATOR**

APPLICATION DETAILS

LOCATION:

Upper School, Covent Garden
(with occasional travel to White
Lodge, Richmond Park and other
Associate Centres)

HOURS:

28 hours per week over 4 days
(Fridays are compulsory).
Evening and weekend work,
where required, will be
compensated via TOIL.

SALARY:

£24,720 per annum
(0.8 FTE)

DURATION:

Permanent

START DATE:

March/April 2026



OVERALL PURPOSE OF THE ROLE

To coordinate the delivery of the Royal Ballet School Associate Programme, working closely with the Head and Artistic Manager of the Associate Programme.

SUMMARY OF THE ROLE

A perfect role for a confident, experienced, and highly organised administrator seeking to manage their own projects. With work assigned by the Head of the Associate Programme, there will be plenty of opportunity to coordinate the delivery of a range of activities across the UK. You will have a strong experience of project delivery, be adept at building relationships with external stakeholders such as partner organisations and committed to providing high quality access and training opportunities to teachers, students and the wider dance community. A flexible and supportive attitude is key to ensuring that all work is delivered to a consistent high standard.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive;

In collaboration with fellow department Coordinators:

- Support in coordinating a range of activities for the Associate Programme including events, workshops and weekly classes and annual White Lodge Fair performances
- Manage all administration for Associate Online Programmes including planning and scheduling, organising staff, payments, invoices, timesheets and communications, ensuring consistency in delivery and completing post-activity administration
- Manage all administration for Associate Insight classes and Primary Insights classes at Associate centres
- Coordinate the Pre-General rehearsals for the Associate students, liaising with the Associate Artistic Manager and Royal Opera House team members as necessary
- Coordinate the delivery of student development plans to Associate families, ensuring that information is stored correctly and liaise with Associate teachers to meet deadline timeframes.

Work with:

- The Associate Lead and managers to ensure all administration is processed efficiently and consistently to meet programme deadlines
- The Site Operations team to arrange building requirements for in-house events and ensuing health and safety procedures are adhered to
- The Marketing and Communications Manager to produce marketing information for print, website and publicity regarding specific programmes and activities. Ensuring timely and clear communications surrounding the departments work both internally and externally
- Support the Head of Associate Programme, Associate Artistic Manager, Associate Lead with scheduling all programme activities
- Work in conjunction with the Associate Lead in making efficient use of the database and utilising online technology to streamline data processing, making a more efficient service
- Support other programmes within the Training and Access department and other areas of the School with internal events and performances where time permits
- Any other duties as may reasonably be required and that fall within the scope and range of the job.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Excellent, proven administration experience ideally gained in an environment with multiple programmes in a busy and varied office
- Proven experience of project delivery from conception to completion ideally gained in the arts
- Excellent organisational skills with experience of prioritising work and managing conflicting deadlines
- Clear knowledge of, or interest of ballet and/or dance in education
- Demonstrable experience of event management involving young people
- Capable of supporting a large team in a variety of areas as well as working independently and autonomously when the job requires
- Excellent interpersonal and communication skills, able to build supportive relationships with internal and external stakeholders
- Able to represent the school at event days and confidently promote the work of the department
- Strong working knowledge of Windows PC systems and Microsoft Office programs
- Familiar with database systems or experience of learning news systems quickly
- Willing to work collaboratively within the department and externally
- Flexible attitude towards duties and working patterns in order to fulfill the requirements of the role: weekend work, including Friday evenings is regularly required during term time
- Willing to travel and work unsociable hours
- A commitment to providing high quality educational opportunities for young people in a wide range of contexts
- Empathy with and a commitment to the aims and ethos of the School.

DESIRABLE CRITERIA

- Educated to degree level in dance or the arts
- Experience of working in an arts or educational organisation.



SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centred approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, particularly the most recent Keeping Children Safe in Education, and to communicate concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

We are committed to creating an environment where all our employees feel part of our team and can flourish, regardless of their background. We're proud to be an inclusive workplace that promotes and values diversity.

The information detailed here about this role should not be considered encompassing. Over time, the emphasis of the job may change without changing the general characterisation of the role or the level of duties and responsibilities. This information will be periodically reviewed and revised in consultation with the postholder.



**CLICK HERE
TO APPLY**

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ASSISTANCE
WITH YOUR
APPLICATION**

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CONTACT US
IF YOU HAVE
QUESTIONS**

