



MARK BRUCE COMPANY

admin@markbrucecompany.com | 01373 476449 | www.markbrucecompany.com
BlackBird RedRose Studios, Unit G, Vallis Mills Trading Estate, Robins Lane, Frome, Somerset BA11 3DT

STUDIO AND FUNDRAISING ADMINISTRATOR 1 YEAR FULL-TIME FIXED TERM CONTRACT (PAYE)

About the Company

Mark Bruce Company (MBC) is a multi-award-winning professional touring contemporary dance organisation and a registered charity. Our mission is to create, perform and educate in an original style of cinematic dance theatre that engages and communicates with a wide audience. We produce work for both live performances and digital platforms rooted in a crafted and original choreographic language.

The company is based in BlackBird RedRose Studios, our creative hub located in our home town of Frome, Somerset. Here we create and rehearse our theatrical and digital work, make and store set, props and costumes, and run our educational talent development and community programmes. The studio is also used by a variety of hirers from our local community, running activities such as theatre, circus and dance rehearsals, dance classes, yoga, fitness activities, baby signing, wellbeing sessions and filming.

Job Description

Reporting to the Executive Director (ED), the Studio and Fundraising Administrator will be responsible for managing the smooth day-to-day running of the BlackBird RedRose Studios and the Mark Bruce Company office. As well as general administrative tasks, the Studio and Fundraising Administrator will work closely with the ED on fundraising applications which support the company's work. The public-facing role will suit a well-organised and friendly administrator with excellent office skills and the ability to work independently, often on their own.

Key responsibilities

Studio

- Ensure the smooth day to day running of the MBC office and studio, managing both studio and company calendars.
- Being the first point of contact for all visitors to the studio, dealing with enquiries and showing around potential hirers. Manage all hires, the key register and the keysafe.
- Manage office equipment and studio services such as wi-fi and co-ordinate maintenance with contractors and the cleaner as required. Ensure the studio is clean and tidy for users.
- Maintain audio visual equipment and instructions for use for third-party hires and class teachers.



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- Manage MBC's community classes, including timetables, teachers and class administration via the WiX website. Liaise with participants as required, maintain accurate attendance records and check payments.
- Ensure compliance with all health and safety regulations including qualified first aiders.
- Manage the reporting of accidents, RIDDOR and COSHH regulations. Manage annual fire inspections and signage, reporting any incidents to the ED.
- Ensure company equipment has been PAT tested where required.

Fundraising

- Assist the ED in writing and submitting larger fundraising bids to Trusts and Foundations as per the fundraising strategy. Draft smaller bids for review by the ED for submission.
- Manage the company sponsorship scheme, nurturing existing donors and developing the company's Friends from Frome volunteer scheme.
- Collect and maintain records supporting the work of the company ready for use in funding applications.

Office

- Co-ordinate company mailouts and manage databases and mailing lists.
- Manage the company bank account and day to day book-keeping. Issue invoices for hires and track using Quickbooks online.
- Assist the ED with preparation of financial reports for funders and the Board of Trustees.
- Arrange company meetings and take minutes in Board meetings.
- Organise MBC's annual flagship Summer School week from initial promotion, organising auditions, collating student information and liaising with host families.
- Provide administrative and scheduling support for other education projects including guests in company class and work placement students.
- Complete an annual environmental report to Julie's Bicycles.
- Publish content as instructed by the ED for the Mark Bruce Company website. Liaise with the Assistant Artistic Director and ED to act as a backup to create and publish social media posts when required.
- Monitor and grow MBC digital platforms: Vimeo, YouTube and Spotify as required.
- Ensure the dissemination of company policies to staff throughout the organisation and freelance contractors as appropriate (i.e. Safeguarding policy for visiting class teachers).
- Ensure all required company members have DBS checks and arrange if required. Book First Aid training for company members as required.
- Run the Dancewear Donations charity scheme, using volunteers to sort donations and prepare donations for redistribution.



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The job is offered for a 1-year fixed term contract. Should further funding be secured, the role may be extended beyond this. The company expect to tour in 2026 and the following duties will be included in this role.

Touring (expected in 2026)

- Prepare project, touring and event information / itineraries for the company. This will include finding and booking suitable rehearsal rooms, organising practical arrangements for rehearsals and touring and overseeing the bookings of all company travel and accommodation.
- Co-ordinate design, compilation, printing and distribution of all publicity materials including conversion and dissemination of digital material such as trailers and the design and print of merchandise and show clothing.
- Co-ordinate requests for workshops and pre/post show talks. Collect statistical information on all projects / events in line with funder's requirements.
- Co-ordinate complimentary tickets in liaison with venues and press tickets where required.
- Co-ordinate the electronic Education Pack which accompanies a production.
- Provide marketing liaison with venues, marketing and PR consultants as required. Manage local Frome marketing such as advertising, preview information, shop displays etc.
- Co-ordinate printed marketing assets, marketing packs, images, newsletters and e-flyers.

Person specification

Essential person-specific qualities

- Strong business administration skills
- Friendly, efficient and highly organised with good interpersonal skills
- Excellent IT and communication skills
- Patience and tenacity with a solution-seeking attitude
- Awareness of administering websites and social media
- Good level of numeracy
- Ability to manage your own time effectively with high motivation and a proactive approach
- An interest in the arts

Desirable person-specific qualities

- Book-keeping experience with Quickbooks online
- Some experience of fundraising
- Local awareness of Frome and the south-west
- Knowledge of dance and charity sectors
- Previous experience in a customer-facing role



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Remuneration and job information

- Salary:** £25,000 - £30,000 dependent on experience plus statutory company pension contributions
- Holidays:** 25 days paid leave per annum plus standard public holidays (usually 8 days per annum)
- Terms:** 1 year fixed-term contract with option to renew dependent on company funding.
- Hours:** Monday to Friday 8:30 – 17:30 with an unpaid hour for lunch (40 hours per week). Occasional evening or weekend work may be required for which TOIL will be offered.
- Location:** This is a studio-based role at BlackBirdRedRose Studios, Unit G, Vallis Mills Trading Estate, Frome, Somerset, BA11 3DT



Mark Bruce Company are a Disability Confident Employer level 1.

We are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Please let us know if you wish to apply for this role under the Disability Confidence Scheme.

How to apply

We encourage you to apply for this role if you have a passion for what we do even if you feel you do not have all of the skills you think we may need. We are open to training the right person into this position.

To apply for the role, please send your CV with a short covering letter or video outlining your interest in the position to Anne Hipperson, Executive Director anne@markbrucecompany.com

Please also get in touch with Anne on this email address if you would like to have an informal chat about the job as we welcome pre-application discussions.

We are scheduling interviews as applications come in so do submit your application as soon as you are able.