

## Job Description

<b>Job Title</b>	<b>Associate Programme Coordinator</b>
<b>Location</b>	Glasgow
<b>Team</b>	SB Associates
<b>Key Relationships</b>	
<b>Reports to:</b>	<b>Head of Associate Programme</b>
<b>Direct Reports:</b>	N/A
<b>Key relationships:</b>	<p>This position works closely with the Engagement team, Operations team (Day/Evening/Weekends), Dance &amp; Artistic Development team, Advancement, Finance and Marketing teams.</p> <p>Requires the ability to build excellent relationships with Associate Programme staff, visitors to Scottish Ballet, suppliers, parents/carers of students and members of the public.</p>
<b>Purpose</b>	
<p>To provide a fully comprehensive administrative service to support the Associate Programme and is responsible for coordinating the delivery of regular classes, auditions, and communication with parents/carers.</p>	

## **Responsibilities**

- Provide a high level of administration support in relation to the Associate Programme.
- Plan, organise, market/advertise, and facilitate the annual auditions for Junior, Mid and Senior Associate levels.
- Coordinate and communicate the Associate Programme class times, to parents/carers and staff.
- Coordinate, communicate and facilitate payment of fees for Associate Programme students.
- Be responsible for the coordination and communication in relation to studio and building usage for the Associate Programme.

## **Key Functions**

- Provide high level administrative assistance (letter preparation, scheduling support etc) regarding all aspects of the Associate Programme including, but not limited to, the audition process, induction for new students/parents, issue, and payment of student fees, ordering and issue of student uniforms, merchandise ordering and sale, banking, arrangements for Watching Days, approval of staff invoices.
- Be the first point of contact for all enquiries relating to that Associate Programme from parents/carers, teachers, and external organisations.
- Coordinate and administer annual bursary applications.
- Arrange advertising and communication materials for the Associate Programme.
- Monitor and update the Associate Programme social media accounts.
- Coordinate and administer ad-hoc auditions for Company productions involving Associate Programme students.
- Assist with researching, costing, and arranging annual Staff Planning Days.
- Coordinate all work experience/student teacher placements.
- Provide assistance with the booking of teachers and pianists where necessary.
- Input Associate Programme requirements to the Company's shared calendar, for all studio and building usage, liaising with the Company's Rehearsal Coordinator where necessary.
- Order all stationery, specific first aid supplies and sundries, as required.
- Maintain appropriate records of current and past students and applicants to the Associate Programme.
- Reconcile and process any expenses via the Company's accounting system, as required.
- Respond to feedback/enquiry emails via the website.
- Supporting SB Associates social media presence.

## **Desirable Qualifications & Experience**

- Experience working in administration in a fast-paced environment would be advantage.
- Qualified to Degree level or equivalent sector level experience (professional dance training or performance experience).
- Excellent communication and written skills.
- Excellent organisational skills.
- A proven knowledge of Windows-based packages, Outlook, Excel, and databases.
- Ability and willingness to work to own initiative and as part of a team.
- Flexibility to meet the specific needs of SB's Associate programme (including supporting the annual auditions process for SB Associates in May each year).
- Thorough, accurate and able to work under pressure.

## General Characteristics

- Friendly, approachable, and presentable.
- Conscientious, discreet, enthusiastic, and reliable.
- Ability to maintain confidentiality.
- An interest or knowledge of dance.

Created By:	ML/MS/CM	PWB:	Louise Devlin
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