

Arts and Festival Administrator

Feel The Rhythm Productions is seeking an Arts and Festival Administrator to support the delivery of Afro Dance Xlposion 2026 (ADX 2026), a festival celebrating dance from the African Diaspora.

We are looking for someone highly organised, proactive, and detail-oriented, with strong written and verbal communication skills and confidence using digital tools. A genuine interest in the arts is essential. Experience with social media, video editing, or French language skills would be an advantage.

The role will support the coordination of artists and the delivery of the ADX 2026 festival programme in London and Birmingham. Responsibilities will include general administration, coordinating schedules, supporting artist liaison, assisting with travel arrangements for international artists, and contributing to marketing and communications activity. The role may also support aspects of fundraising administration and logistics for events taking place outside of London.

This is a flexible, part-time role starting at 1 day per week, increasing to approximately 2.5 days per week in the lead-up to the festival (14–22 October 2026). Some weeks will require additional availability depending on programme needs. The successful candidate may also be required to travel with the team, including to Birmingham.

Key Responsibilities

- Supporting coordination of the ADX 2026 festival programme
- Liaising with artists, partners, and festival staff
- Creating and maintaining artist files and documentation
- Scheduling meetings and managing calendars
- Drafting and managing email communications and templates
- Coordinating travel and preparing itineraries for international artists
- Supporting marketing, communications, and general administration
- Assisting with logistics for events, including activity outside of London
- Tracking participant information and supporting programme delivery

Skills & Attributes

- Strong organisation and time management
- Excellent written and verbal communication
- High attention to detail
- Ability to work independently and problem-solve
- Confident using digital tools and systems

Other Information

Time requirement: 1 day per week (remote) initially, increasing to approximately 2.5 days per week in the lead-up to the festival. Full availability required during the festival period (14–22 October 2026).

Location: Remote, with on - site delivery in London during the festival. Applicants should be able to travel to London for on-site work and rehearsals as required.

Start date: 1 June 2026

Interviews: Week commencing 18 May

Fee: £15 per hour (£120/day)

How to apply:

If you are interested in applying for this position, please send your **tailored CV together** with a **cover letter** detailing why you are suitable for the role (max 1 page A4). Shortlisted applicants will be required to provide 2 referees.

Closing Date: Friday 8 May 2026, 5pm

Please send applications to:

Carolyn Lily, Director, Feel the Rhythm Productions - info@feeltherhythmproductions.com