ASSISTANT TO ARTISTIC DIRECTOR
JOB DESCRIPTION

THE FREDERICK ASHTON FOUNDATION

The Frederick Ashton Foundation was established in 2011 to celebrate and enrich the legacy of Frederick Ashton and his ballets. A registered charity and limited company, the Foundation works to uphold the standards of excellence with which Ashton's work was associated.

Based at the Royal Opera House, we work closely with The Royal Ballet and the rightsholders of Ashton's ballets. The Foundation manages the majority of Ashton's choreographic catalogue on behalf of rightsholders, with the exception of four ballets: *Daphnis and Chloé*, *Façade*, *Les Patineurs*, and *Les Rendezvous*, which the Foundation owns.

The Foundation receives no public funding and is supported through management fees, legacies, donations, sponsorship and self-generated income. A part-time Executive Director leads a small team overseen by a distinguished Board of Trustees.

We are amidst an ambitious five-year strategic plan: *Further Ambitions 2025–2030*, which is underwritten by a generous bequest from an American donor. This next chapter will expand our reach, deepen engagement and create innovative new initiatives to fulfil our strategic objectives:

- **To develop a network of Ashton stagers and répétiteurs** to safeguard the authenticity and artistic integrity of Ashton's choreography.
- **To enrich and expand Ashton's legacy** through a programme of masterclasses, lectures, interviews, research and digital resources.
- **To strengthen Ashton's international profile** by encouraging and supporting performances of his ballets worldwide, fostering strategic partnerships with ballet companies and educational institutions.
- **To embed Ashton within dance education** by introducing his work to aspiring dancers, teachers and choreographers through training programmes, educational resources, competitions and performance opportunities.
- **To restore and revive rarely performed and 'lost' Ashton works** through research, archival investigation and expert reconstruction.
- **To ensure financial sustainability** by establishing an Endowment Fund, strengthening philanthropic support, expanding sponsorship and legacy giving and increasing earned income.

JOB DESCRIPTION

Job Title: **Assistant to Artistic Director**

Status: Freelance contractor

Contract: Fixed-term contract: renewable subject to satisfactory outcomes

Reports to: Artistic Director

Key Relationships: Executive Director, Artistic Director, Communications Manager; At the Royal Ballet: Director, Artistic Scheduling Manager, Head of Music, Senior Benesh Choreologist

Work Base: at home and the Royal Opera House

Arrangement: Two days per week, with flexibility around key project dates and events

Fee: £14,000 (pro rata – FTE £35,000)
Payment via invoice at agreed intervals. The contractor is responsible for their own tax and NI contributions.

Expenses: Pre-approved expenses, outside normal working environments, will be reimbursed.

MAIN DUTIES AND RESPONSIBILITIES

- Maintain an overview of the Artistic Director's projects, deadlines and outstanding actions, helping to ensure that work progresses to schedule.
- Coordinate the administration of enquiries from ballet companies and vocational schools wishing to perform or study Ashton repertoire, ensuring requests are recorded, tracked and followed up.
- Support the planning, delivery and production of masterclasses, workshops, educational programmes and events, liaising with schools, companies, teachers, dancers, coaches and stagers.
- Liaise with the Communications Manager to ensure that accurate and timely programme information, contributor details and other relevant materials are provided for publicity and communications purposes.
- Assist with the preparation and monitoring of project budgets, recording agreed fees, commitments and expenditure.
- Prepare and distribute information and resources for masterclasses, educational activities and Foundation programmes, maintaining accurate and organised project records, including schedules, contracts, correspondence and reports and other relevant documentation.
- Maintain records of Ashton stagers, répétiteurs and mentors, and their availability.
- Provide administrative and organisational support to the Artistic Director and, occasionally, the Executive Director.
- Undertake other reasonable duties as required, including responding flexibly to short-notice requests.

PERSON SPECIFICATION

Essential

- Highly organised and reliable, with excellent attention to detail and the ability to meet deadlines.
- Experience of coordinating and delivering events, managing competing priorities and keeping activities on track.
- Confident communicating with professional dance organisations, schools and a range of other stakeholders.
- Excellent written and verbal communication skills, with the ability to adapt style and tone to different audiences.
- Proficient in Microsoft Word and Excel, with confidence using digital tools and platforms for administrative and organisational purposes.
- Proactive, diplomatic and collaborative, with strong interpersonal skills and a practical, solutions-focused approach.
- Able to work independently, use initiative and contribute effectively as part of a small team.
- Able to work calmly under pressure and respond flexibly to changing priorities.
- An understanding of, and commitment to, the Foundation's mission and values.
- Confident and professional when representing the Foundation to external organisations and individuals.

Desirable

- Knowledge of Frederick Ashton's repertoire and the history of The Royal Ballet and Birmingham Royal Ballet.
- Experience as a dancer – ideally having performed in Ashton's ballets.
- Knowledge of the UK performing arts sector, particularly ballet companies and vocational ballet schools.

This profile is a guide to the nature of the work required and does not form part of a contract. It may be subject to review and amendment, in consultation with the postholder, to reflect the evolving needs of the Foundation.

NOVEMBER 2026