



*Image: Brian Hartley*

# ***SUPERFAN***

**Company Admin & Development Coordinator**

**10.5hrs/week**

**£10,200/pa**

**1 Year Fixed Term**

## **Who we are**

SUPERFAN are a Scottish company based between Glasgow and The Highlands who create performances for adult and young audiences that take a playful approach to exploring the world. The company is a collaboration between three co-artistic directors Ellie Dubois, Kim Donohoe and Pete Lannon, and our work uses artforms that include contemporary circus, dance-theatre, autobiographical performance and physical theatre. In 2025 we became a Multi-Year funded company, with three part time employees (Co-Artistic Directors Kim Donohoe and Pete Lannon, and Company Producer Nicola Lawton) and a third freelance Co-Artistic Director Ellie Dubois.

## **Who we are looking for**

SUPERFAN are looking for a Company Admin & Development Coordinator for a 1 year fixed term contract, with the potential for extension. The Company Admin & Development Coordinator will support the company with the day to day running of the company and its ongoing plans and development, reporting and project-specific tasks. This will include some admin and development work handed over by one of our Co-Artistic Directors during her Maternity leave. In 2026/27 we will develop and preview two new contemporary circus shows, and continue to plan for the future sustainability of the company as we move through our second and third years of Multi-Year Funding.

## **Essential skills/experience**

- Experience in arts administration, project management, producing or similar role in the arts
- An interest in contemporary performance and the work that SUPERFAN makes
- Proficient in Google Workspace, Slack and Zoom
- Good communication skills
- Experience with fundraising and reporting for arts projects
- Adaptable and self-motivated

## **Desirable skills/experience**

- Knowledge of contemporary performance, circus and/or children's theatre in Scotland
- Own laptop/computer to work on
- Experience bookkeeping and/or managing budgets for arts companies or projects

If you don't meet 100% of the essential or desirable skills but feel you have relevant transferable skills please let us know in your covering letter.

## **About the job**

Working alongside SUPERFAN Co-Directors and Company Producer you will support the day to day running of the company through administrative and developmental duties which includes but are not limited to monitoring and ensuring the implementation of company policies, scheduling and minuting company meetings, environmental tracking and recording, supporting social media and website admin, researching funding opportunities, project evaluation, managing and monitoring company enquiries and mailbox, supporting company finance functions, ensuring contract templates are up to date in line with legislative requirements and supporting project delivery.

This is a PAYE role for 1 year fixed term contract starting in August 2026, with the potential to move to a permanent contract pending future funding.

Working hours are set at 10.5 hours (or 1.5 days) a week, we consider a working day to be 7 hours and this can be carried out flexibly. This role will be largely remote working and would suit someone who is able to work from home or a hot desk with occasional in person meetings with the core team. As we have a geographical spread within our organisation we are open to applicants from anywhere in Scotland.

The salary is £10,200 per annum (based on 0.3 pro rata of FTE salary at £34,000 p.a) which will be paid monthly.

Benefits include: a workplace pension with a 3% employer contribution, 9 days annual leave per year and flexible working options and continuous professional development opportunities that include sector-specific training as well as attending international performance festivals with the SUPERFAN team.

## **How to apply**

To apply for this role please submit a short covering letter highlighting any specific skills and relevant experience applicable to this role and a CV to

[applications@superfanperformance.co.uk](mailto:applications@superfanperformance.co.uk) with the job role in the subject line.

## **Application timelines**

- The application deadline is 12 June 2026
- Interviews will take place w/c 13 July 2026
- The interview candidates will be notified w/c 20 July 2026
- The position will begin early August 2026 with the start date to be negotiated with the successful candidate.

## **Accessibility**

If you require this application pack in another format please contact us [applications@superfanperformance.co.uk](mailto:applications@superfanperformance.co.uk).

If you require any support to submit your application or would like to submit it in another format please get in touch.

Interviews will take place either in person or online depending on successful interviewee locations.

If you are successful in being invited to interview we will discuss any access needs with you in advance to support you to attend.