

GOVERNANCE & OPERATIONS OFFICER JOB PACK

Council for Dance, Drama and Musical Theatre (CDMT)

Closing date 9am Monday 9 November 2026

Photo: Pamela Raith Photography

Recruitment to the post of Governance & Operations Officer at the Council for Dance, Drama and Musical Theatre (CDMT)

Location	Salters' Hall, 4 London Wall Place, London, EC2Y 5AU
Responsible to	Membership & Community Manager
Responsible for	The charity and company governance, membership adminsitration and office operations

CDMT provides quality assurance, membership services and advocacy for institutions delivering training, education and assessment in dance, drama, music and musical theatre.

We are looking for an organised individual who is committed and enthusiastic, with an interest in a career in arts administration, communications or charity governance. This is a broad role which gives lots of scope for learning as an individual.

CDMT's position in the sector and the requirements of the role are described in this document:

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ABOUT CDMT

The Council for Dance, Drama and Musical Theatre (CDMT) grew from the Council for Dance Education and Training (CDET), which was founded in 1979. CDMT is today the only industry body in the UK offering quality assurance and membership services to institutions delivering training, education, and assessment in the performing arts. It is our mission to champion high-quality training and qualifications, demonstrating the value and positive impact of creative education, and supporting diverse learning routes inside and outside the classroom.

CDMT actively works to ensure that the pipeline of the performing arts- from early-year and out-of-school settings through to professional training- is secured to benefit learners for years to come, and to promote the progression of talented young practitioners and future professionals on which the sector relies.

CDMT's work, since its inception, has been to:

- Support the consistent application of standards across professional schools, conservatoires and awarding organisations, complementing the breadth of disciplines offered by performing arts providers
- Promote outstanding industry-approved institutions, thereby allowing prospective students, candidates and parents better to understand what constitutes excellent provision
- Advocate powerfully on behalf of the sector, increasing our public profile and influence with key industry and political stakeholders
- Act as authoritative source of information on high quality education and training provision, informing practitioners and government education authorities in their work.

SUMMARY OF CDMT ACTIVITIES

- Accredits excellent professional training at full-time dance, drama and musical theatre schools—providing the industry benchmark of quality since 1979
- Validates the world's leading awarding organisations which offer performing arts and music qualifications
- Recognises, by means of the Recognised Awards Scheme, pre-vocational dance, drama and musical theatre schools and teachers
- Provides membership and other specialist services through our Conference of Professional Schools and Awarding Organisations Committee
- Negotiates with government authorities on issues of education, funding, policy and regulation
- Acts as Secretariat of the APPG for Performing Arts Education and Training
- Publishes the annual UK Guide which is the definitive resource for those seeking information on quality provision in the sector
- Manages a substantial public-facing online platform which promotes members and core services, as well as administering two information websites for the Dance and Drama Awards (DaDA) and Graded Examinations respectively
- Operates a free comprehensive information service for the public.

Our charitable objectives

To advance the education of all persons and principally children, young people and students in the art, practice and appreciation of the cultural significance of dance, drama, music and musical theatre, and to promote high standards in education and training across the performing arts and related technical activities (including, without limitation, production skills).

Our vision

A UK where every young person's life is enriched by the magic of the performing arts, and every aspiring artist is empowered to take centre stage in our world-leading creative industries.

Our mission

We spark this potential by championing exceptional, accessible training, proving that creative education transforms lives, and opening doors to lifelong learning both inside and outside the classroom.

Our values

- TRUST: prioritising integrity, transparency, reliability and doing what we say
- QUALITY: promoting high standards, excellence, and continuous improvement
- COLLABORATION: championing inclusivity, teamwork, and shared success
- AGILITY: innovative responses to industry, policy and cultural changes

ABOUT THE ROLE OF GOVERNANCE & OPERATIONS OFFICER

We provide quality assurance, membership services and advocacy for institutions delivering training, education and assessment in dance, drama, music and musical theatre. You will support the team to keep charity governance accurate, support the influential All-Party Parliamentary Group, assist with Membership administration and ensure the smooth running of the office.

We are looking for an individual who is organised, systematic and interested in how different areas of a charity are run.

This is a time of change for the charity and the performing arts education sector. We require a talented, ambitious and self-driven professional able to help deliver the vision and join our small but mighty team.

RESPONSIBILITIES OF THE POST

Supporting charity governance

- Preparing the agenda and supporting papers ahead of Board meetings, AGMs and meetings of the All-Party Parliamentary Group (APPG)
- Sending invitations and information for meetings
- Taking minutes at meetings
- Preparing meeting rooms and provide guests with refreshments
- Helping to deliver special events to raise the profile of CDMT
- Managing the policy review schedule
- Keeping the Risk Register updated
- Ensuring records are kept up to date on Companies House and the Charity Commission
- Supporting the CEO with financial and risk management

Membership administration

Supporting the Membership & Community Manager with:

- Writing and proofreading documents and reports
- Coordinating surveys and focus groups
- Managing spreadsheet and CRM databases
- Organising workshops and special events for CDMT members
- Scheduling visits to schools and awarding organisations
- Checking invoices and expense receipts
- Processing applications and renewals

Office operations and administration

- Sorting incoming and outgoing post
- Opening and closing the office as required
- Managing the office diary and room bookings
- Answering general queries by telephone and email
- Monitoring and ordering office supplies
- Photocopying, printing and distributing materials
- Liaising with office suppliers
- Booking travel and accomadation
- Assist with financial management, organising bank statements, invoices and receipts
- Updating the website

PERSON SPECIFICATION

The successful candidate for the role of Governance & Operations Officer will be able to demonstrate:

- Organisational and planning skills
- Strong written communication
- Confidence in working with data and information
- Excellent attention to detail
- Confidence in using a computer
- Interest in performing arts and education
- Able to work in a small team with many external consultants and members
- Excellent social skills and a commitment to supporting and working with others

Desirable skills and experience:

- Familiarity with Canva, Mailchimp, Zoom, Microsoft Office, Eventbrite, SurveyMonkey, Xero etc.
- Educated to a degree level or equivalent experience
- Confident and welcoming telephone manner
- Experience working in an office
- Interest in how charities are governed, and how they can influence politics

SUMMARY OF TERMS OF EMPLOYMENT

The terms below do not form part of a contract and are for information only. On appointment the successful applicant will be issued with a contract setting out the full terms of employment.

- Reporting to CDMT's Membership & Community Manager
- 12 month fixed-term contract, with possibility to extend
- A 37.5 hour working week
- 25 days annual leave plus 3 days Festival Leave (between Christmas and New Year) plus statutory holidays
- Normal hours are from 9.30am – 5.00pm at the CDMT office (Mondays from home)
- 2 month period of notice on either side on confirmation of appointment (subject to successful completion of a six month probationary period)
- Salary of £28,000 for 12 month contract
- CDMT operates a pension scheme with 5% employer contribution
- CDMT is an equal opportunities employee

HOW TO APPLY

Applications comprising a curriculum vitae and Cover Letter (max. 2 sides of A4 or 15 presentation slides) addressing the responsibilities and requirements of the post and person specification should be sent by email and attachment to CDMT at office@cdmt.org.uk marked **Governance & Operations Officer Job Application** in the subject bar.

Closing date is 9am on Monday 9 November 2026.

Interviews will take place at the CDMT office on Tuesday 17 and Wednesday 18 November.

Start date Tuesday 5 January 2027.