



Access Coordinator: Affiliate Pool

Job Description

Background

For background on formidAbility and this project, please go to

<https://www.formidability.org/work-with-us>

Here you will find the Key Project Information in the following formats:

- PDF
- BSL video
- Audio file

The role

Through this recruitment drive, formidAbility aims to create an Affiliate Pool of disabled and non disabled artists and production team members who align with our vision and artistic aims. Being part of the Affiliate Pool involves a short project in July and August 2025, and being considered first for future projects.

Being an organisation reliant on project funding presents challenges with casting openly for roles. The creation of our new Affiliate Pool is our way

of addressing this. We want to ensure that we are recruiting openly and fairly as part of our key aim to improve equality to the opera industry.

The Access Coordinator will be engaged on a freelance basis for the equivalent of 9 days between 1 July and 30 September 2025 to work on our professional development pilot with creative research & development. Please see the list of key dates below.

The role will include

- Attending induction and onboarding meetings for the Affiliate Pool (18 July, online)
- Arranging and leading individual meetings with Affiliate Pool members to build their Access Riders (to take place online, at times that suit individual availability)
- Access support arrangements for professional development pilot with creative research & development - prep/administration work in collaboration with the Producers and Stage Manager
- Management of confidential materials
- Handling sensitive conversations
- In-person access support at professional development pilot with creative research & development (26-29 August 2025, in person, Royal Birmingham Conservatoire)
- Taking part in post-project administration, debrief and evaluation as required
- Attending meetings and site visits online and in Birmingham as required

The Affiliate Access Coordinator will be considered first for formidAbility's future creative projects. By being part of our Affiliate Pool, potential future paid work may include:

- Supporting the rehearsals and performance of public performances of staged, semi-staged and concert public performances of new and/or core repertoire
- Supporting the research and development phase of new productions and / or new operatic works
- Taking part in professional development / training related to specific artistic projects
- Supporting community and / or educational workshops linked to our public performances

The Person

We are looking for candidates with:

- Experience of working in the performing arts
- Experience of supporting people with disabilities or access needs (from either your professional or personal life)
- Confidence in handling sensitive conversations
- Experience of working with Access to Work grants
- The ability to communicate well with people with a range of communication needs
- Confidence in using Google Workspace for documents, spreadsheets, and as part of a team
- Excellent organisational skills

- The ability to work well and comfortably under pressure
- The right to work in the UK

In line with our primary artistic mission, we want all of our workforce to reflect the diversity and inclusion we work so hard to present onstage. We welcome applications from people from communities currently underrepresented in the opera industry, especially those identifying as Deaf or disabled, LGBTQIA+ people, and people from the Global Majority.

We are particularly keen to hear from people based in Birmingham and the Midlands.

Fees

Professional development pilot with creative research & development:

- Up to 9 days work at £200 per day = £1800

At this stage, there is no guarantee of future project work, however formidAbility has a good track record of securing funding to make ambitious creative projects happen. We budget to pay fees at least in line with ITC / Equity / MU rates.

Key dates:

- 30 May: Deadline for Affiliate Pool applications
- 17-20 June: Interviews (online)
- 1 July: Access Coordinator role starts

- 18 July: Affiliate Pool onboarding and induction meetings - online
- 11-25 July: Individual meetings between Affiliates and Access Coordinator (to be arranged according to availability)
- 26-29 August 2025: Professional development pilot with creative research & development (Royal Birmingham Conservatoire, in-person)
- 1-30 September: project wrap-up and evaluation
- 30 September: Access Coordinator role ends

How to apply

Please apply via this Google form. As part of the form you'll be asked to upload:

- An anonymous CV including your education, work experience, any relevant professional development or affiliations, plus the names and contact details of at least 2 referees
- An anonymous one page cover letter or voice/audio recording explaining why you are suited to the role against the criteria in the 'Person' section of this job description

Important: To ensure best hiring practice and to remove any hidden biases, please **do not** include your name or a headshot image on any of your application documents or recording file name. **Please do not send video recordings.**

Please ensure all written submissions are in at least 16 point Sans Serif font, with 1.5 spacing, and laid out in an accessible format and clear for reading with a visual impairment.

Deadline: 10am on Friday 30th May 2025

Interviews: 17-20 June 2025, online

Access

If you require any access support to apply, please email our recruitment coordinator at recruitment@formidability.org.

formidAbility is committed to removing workplace barriers wherever possible. We will discuss any interview, audition and work-related access requirements with applicants and agree how we can best support them.

formidAbility is a Disability Confident Committed (Level 1) Employer

Subject to capacity, we will offer an interview to anyone applying under the Disability Confident scheme who meets our minimum requirements. We will reserve 50% of interview slots for Disability Confident applicants. If we receive more Disability Confident applicants than we have capacity to interview/audition, we will offer interviews to those whose experience and skills would be the best fit for the roles.

Safeguarding

FormidAbility acknowledges its responsibility to prevent all forms of abuse and to have clear and robust measures in place to minimise the risk and deal with any incidents.

Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse.

We see safeguarding as a broad duty of care to each other, and will ensure that all safeguarding matters and processes are informed by care, respect, and kindness.

[Read formidAbility's safeguarding policy here.](#)

We are proud to support the ISM-MU [Code of Practice](#).

DBS checks at an appropriate level will be undertaken for all roles that involve working with children or vulnerable adults.

Thank you for your interest in working with us - we look forward to receiving your application!



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