



**Imperial Society of  
Teachers of Dancing**

## **ISTD International Exam Centre Organiser**

### **Role descriptor**

**Liaising with:** ISTD International Exams

**Contract type:** Self Employed-Freelance

**Location:** Athens, Greece

### **Company Summary**

The Imperial Society of Teachers of Dancing (ISTD) is a registered educational charity and membership association. Our mission is to educate the public in the art of dancing in all its forms: to promote knowledge of dance; provide up-to-date techniques for members and maintain and improve teaching standards.

With approximately 6,000 members in over 55 countries worldwide, the Society conducts approximately 90,000 examinations each year. We are proud to have a vibrant international member community, supported by five dedicated International Representatives who provide regional support, insight, guidance, and advocacy. This global network is further strengthened by our dedicated international Facebook groups - a space for members to connect within their region, share experiences, collaborate, and stay informed.

The Society aspires to be a world leader in dance education, setting the benchmark for best practice through our extensive syllabi and teacher training. We are committed to becoming a dynamic, future-focused organisation that promotes the social, cultural, physical and educational benefits of dance for all.

### **Our Values**

- **Quality:** We are trusted to provide excellent dance teaching, training, qualifications, and services (to our members and students)
- **Inclusion:** We are a global family that is committed to improving diversity and equal opportunity
- **Innovation:** We strive to be creative in our thinking to deliver dynamic solutions that make a difference (to dance education)
- **Passion:** We are dedicated to inspiring future generations of dancers and teachers.
- **Integrity:** We always do the right thing. With precision, pace and passion.

## **The main purpose of the role**

The International Exam Centre Organiser supports the delivery of ISTD examinations and related initiatives taking place at an ISTD venue within their country. Acting as the local facilitator, the Organiser ensures that examinations and associated activities run smoothly, professionally, and in accordance with ISTD standards and requirements, contributing to a positive experience for members, candidates, examiners, and visitors.

The role is self-employed and undertaken on a per-assignment basis. The Organiser will be paid a set daily fee for agreed tasks and will actively promote ISTD examinations and related initiatives within their local dance community. The Organiser will be responsible for the smooth running of the Exam Centre days at the local venue.

ISTD will provide induction and role-specific training, including guidance on safeguarding, data protection (UK/EU GDPR) and best practice in professional conduct and social media use.

## **Summary of Role**

The International Exam Centre Organiser plays a key role in ensuring the smooth delivery of ISTD examinations by coordinating local arrangements and liaising with relevant parties for the local examination centre, whilst ensuring that ISTD policies, procedures and standards are upheld at all times. The position involves acting as the primary on-site point of contact, working closely with the ISTD International Exams team, carrying out agreed local tasks and responsibilities, supporting promotional activities and engaging with the wider ISTD network to facilitate effective and efficient examination delivery.

## **Key responsibilities:**

1. Support and facilitate ISTD exam activities, including preparation and set-up of the ISTD venues and running the examination centre on examination days.
2. Ensure examinations are conducted in accordance with ISTD regulations and guidelines reporting any issues, incidents or concerns promptly.
3. Act as the on-site point of contact for ISTD examiners, members, students and visitors.
4. Work closely with the ISTD International Exam team on all local arrangements relating to examination delivery at the ISTD venue.
5. Act as a first responder during incidents at the ISTD venue, supporting emergency procedures such as fire evacuation and providing basic first aid where appropriate.
6. Organising and managing other freelance support roles at the examination venue for the examination dates.
7. Source and liaise with local suppliers for the procurement of branded promotional materials.
8. Contribute ideas and content for use across ISTD international communication and social media channels.

9. Promote upcoming ISTD examinations and related activities within the local dance community.
10. Engage collaboratively with the wider international ISTD network.
11. Gather and report member feedback and local insights to share with the ISTD, helping inform future developments.
12. Adhere at all times to ISTD safeguarding, data protection and confidentiality requirements when handling member or candidate information.

## **Person specification**

Applicants must be able to demonstrate the following:

### **Essential**

- Fluency in both the local language and English (written and spoken).
- Resident of Athens, Greece.
- Clear criminal record check (DBS or recognised local equivalent).
- Valid First Aid certification.
- Fire safety awareness or Fire Warden training.
- Experience of supporting or running ISTD examinations, or comparable examination activity within a dance environment.
- Experience of working with dance communities across the designated geographic area.
- Strong organisational and time-management skills, with the ability to meet deadlines.
- Excellent communication and interpersonal skills, including the ability to liaise confidently with members, examiners and external stakeholders.
- Ability to work collaboratively while also operating independently and responsibly.
- Professional judgement, neutrality and integrity, with the ability to manage potential conflicts of interest.
- Adept at problem solving, with the ability to respond calmly and effectively to issues as they arise.
- Good IT skills, including a working knowledge of Microsoft Office.
- A commitment to equality, diversity and inclusion in all aspects of work.
- Ability to handle confidential information appropriately and in line with GDPR requirements.
- Willingness to engage with and contribute to social media activity in a professional capacity.
- Flexible, proactive and highly motivated approach to work.

### **Desirable**

- Current ISTD Full Teaching Member.

## **Support and Training**

- **Reports to:** International Exams
- **Support provided by:** Relevant ISTD departments

## **Remuneration**

A daily rate of GBP 103, payable on a per agreed assignment basis, as and when required.

## **Equal Opportunities**

The Society values diversity of thought and experience. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender, and socio-economic background. If you have any access needs or there are any barriers to access please let us know this in your application or if you would like to discuss any of this prior to applying please email: [internationalteachers@istd.org](mailto:internationalteachers@istd.org)

## **Method of Application**

To apply, please send a written expression of interest and CV to [internationalteachers@istd.org](mailto:internationalteachers@istd.org). The expression of interest should summarise how you are able to contribute to the Society's international activities and meet the elements required within person specification. We will also accept video submissions.

The successful candidates will also be required to provide details of one recent reference/supporter for their application.

**Applications Close:** 2 March 2026 (5pm UK time)

**Interviews:** Zoom interviews (will be arranged to accommodate candidate needs and time zones)

**Start Date:** March/April 2026