

# AKRAM KHAN COMPANY

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Unit 311, Screenworks, 22 Highbury Grove, London N5 2ER, UK

## Office Administrator

### Background

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Akram Khan Company is undisputedly one of the leading innovative dance companies in the world. Our works range from Kathak and modern contemporary solos to artist-to-artist collaborations and ensemble productions. The Company has a major international presence and enjoys busy tours that reach out to many cultures and peoples across the globe. Akram Khan has been the recipient of numerous international dance awards, the most notable being an Olivier Award. The Company is also known for the creation of a section of the London Olympic Games Opening Ceremony in 2012.

Akram Khan Company is currently practitioner-in-residence at University of the Arts, London, and has artistic associations with Sadler's Wells, London and Curve, Leicester, as well as other leading venues and festivals around the world. The Company takes risks, thinks big and has a passion for exploring the unfamiliar, all the while telling remarkable stories through our compelling dance works.

### Purpose of role

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Reporting to the General Manager, the Office Administrator will contribute to the smooth running of our busy office and provide essential administrative support to the team, as well as acting as the public's first point of contact.

This is a demanding and fast paced role with a wide range of responsibilities that would suit someone who is happy working across many different areas, within a small team.

### Main tasks and responsibilities

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#### General office administration

- Ensure the smooth day-to-day running of the office
- Frontline contact for general enquiries (over the phone & email)
- Update tour schedules and office movement charts and disseminate the information as required
- Management of the office diary
- Coordination of HR function - booking recruitment advertising, scheduling interviews, etc
- Oversee internships and placements
- Collate dancers' details for auditions and company class opportunities
- Inventory management of sets and equipment
- Keep office systems such as filing, IT and telephone systems updated
- Maintenance of database & data entry
- Management of IT infrastructure
- Maintain up-to-date Personal Info
- Assist the General Manager with handling insurance queries and insurance renewals
- Assist in yearly Arts Council England reports
- First point of contact for office building management staff
- Meeting room & rehearsal studio booking
- General filing & photocopying
- Post (including franking of mail and organising courier & Fedex)
- Monitor & order stationery supplies and office catering
- Manage housekeeping tasks and coordinate office cleaning services
- Coordination and minuting of meetings
- Organise company dinners and away days
- Other duties as required within a small team

### **Finance**

- Be responsible for managing and reconciling the petty cash float
- Monitor and manage the office management budget, and report to the Finance Director as required
- Assist the Finance Director with financial/administrative tasks as required

### **Visa & Work Permits**

- Support the Touring Administrator by assisting with the preparation and collation of supporting documents for visas and work permits

### **Travel & accommodation**

- Assist the Touring Administrator and Tour Manager in researching and organising travel and accommodation when required

This role offers an excellent opportunity for a highly motivated individual with a strong interest in the arts/dance and a passion for developing and maintaining effective office and administrative systems. Other projects may be taken on by the Company which require artistic administration. In this small organisation, there are opportunities for the Office Administrator to work to his/her skills and strengths, beyond the main requirements of the job, on other initiatives.

### **Desirable skills/qualities**

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- Educated to degree level
  - Excellent written English
  - Exceptional, demonstrable organisational skills
  - Commitment to detail
  - Ability to work as part of a team in a busy office environment
  - Strong computer skills and good knowledge of office systems
  - First class communication skills both verbally and in writing
  - Ability to work on a range of projects without complete ownership but with a thorough grasp of their complexities
  - A proactive working style with the ability to work on your own initiative with energy, determination and flair
  - Effective time management and prioritisation skills
  - A keen interest and enthusiasm for the Arts
  - Flexible attitude, with willingness to work longer hours when needed, particularly during busy production periods
  - Foreign language skills would be a considerable asset in this role
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Salary: £18,000 per annum plus statutory contributions to the Company's pension scheme (or alternative personal pension scheme)

This is a full-time permanent position, based at the Company's bright, modern office in Highbury. While office hours are 10am - 6pm Monday-Friday, a certain amount of flexibility is required, including some occasional evening and weekend work.

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To apply for this position please send your CV and covering letter to [application@akramkhancompany.net](mailto:application@akramkhancompany.net)

**Applications must be received by 5pm on Friday 18 November**

**Interviews will be held on Tuesday 29 November**

As we anticipate a significant number of applications, we regret that if you have not heard from us within three weeks of the closing date your application, in this instance, has been unsuccessful.