

AKRAM KHAN COMPANY

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

Company Administrator

Brief

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.

Core values

The Company has established a reputation based on the following core values, not just artistically but in the way that it operates across the whole team. We cherish:

- openness
- willingness to change and explore new possibilities
- flexibility
- support for each other as a team
- taking initiative, and respecting each other's ideas
- an understanding of what Akram and the artists need in order to produce great work
- a passion for what we do

Job description

Reporting to the Head of Operations, the Company Administrator contributes 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.

Person specification

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. It would particularly suit someone looking for their first job in arts administration. In this small organisation, there are opportunities for the Company Administrator to work to his/her skills and strengths, beyond the main requirements of the job, on other initiatives.

Essential skills/qualities

- 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

Desirable skills/qualities

- Educated to degree level
- Foreign language skills would be a considerable asset in this role and we are particularly interested to hear from applicants who speak Mandarin to a reasonable level

Key responsibilities

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
- 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
- Provide board support, in liaison with the Head of Operations, including servicing quarterly board meetings
- Maintenance of database & data entry, in liaison with the Legacy & Communication Assistant
- Management of IT infrastructure
- Maintain up-to-date Personal Info
- Assist the Head of Operations 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
- Coordinate and minute office meetings when required
- Organise company dinners and away days
- Coordinate HR function – booking recruitment ads, scheduling interviews, etc.
- Other duties as required within a small team

Finance

- Responsible for managing and reconciling the petty cash float
- Assist the Finance Director with financial/administrative tasks as required

PA support

- Provide PA support to the Producer, including diary management
- Provide PA support to the Head of Operations, as required

Tour support

- Support the Touring and Production Department by assisting with the preparation and collation of supporting documents for visas and work permits
- Support the Touring and Production Department by assisting in researching and organising travel and accommodation when required

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.

To apply for this position please send your CV and covering letter to applications@akramkhancompany.net

Applications must be received by 5pm on Wednesday 25 October.

Interviews will be held on Tuesday 31 October.

NB As we are recruiting for more than one position at this time, please specify in your application that you are applying for the position of Company Administrator, to avoid confusion.