

# AKRAM KHAN COMPANY

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

## Touring Assistant

### Brief

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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.

### Core values

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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

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The Touring Assistant works with the Head of Touring & Production, to provide essential administrative support to enable the Company's busy international touring schedule, as well as undertaking occasional tour management duties.

### Person specification

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This role offers an excellent opportunity for a highly motivated individual with a strong interest in the arts/dance to develop their administrative skills in a busy international touring team.

### Essential skills/qualities

- Excellent written English
- Exceptional, demonstrable organisational skills
- Exceptional attention to detail
- Exceptional ability to think strategically and solve problems
- Ability to remain calm and patient under pressure
- Ability to work as part of a team in a busy office environment
- 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
- Strong computer skills and good knowledge of office systems

## **Main tasks and responsibilities**

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### **Visa & Work Permits**

- Organise and plan visa schedules and applications for touring purposes
- Prepare and collate supporting documents for visas and work permits (with the assistance of the Office Administrator)
- Keep up-to-date with UKVI sponsorship allocations
- Issue Certificates of Sponsorship when required
- Apply for National Insurance Number for new Company members, as required
- Apply for A1/E101 for Company members on tour in EU

### **Travel & accommodation**

- Research and organise international travel and accommodation, in consultation with the Head of Touring & Production
- Research and book UK train journeys for Company members and office staff, as required
- Organise airport pickups

### **Tour administration**

- Assist in the production of detailed tour files
- Liaise with Company members about travel arrangements
- Collect and compile box office and workshop activity statistics, in consultation with the Head of External Relations
- Provide touring information to the Ministry of Work & Culture where applicable (particularly for touring in France)
- Booking of studio space on tour in consultation with the Head of Touring & Production

### **Finance**

- Be responsible for requesting per diems from the Finance Director
- Assist the Finance Director with processing of receipts for touring expenditure

### **Tour Management**

- General liaison with touring personnel, overseas guests/collaborators and tour presenters (venues/festivals) as required
- Act as emergency contact for touring personnel, AKC office and tour presenters
- Represent the Company front of house when necessary and monitor the consistent high quality of performances
- Hold, monitor and report on expenditure on tour to Finance Director
- Organise distribution of any cash per diems from venues/festivals or from the AKC office
- Liaise with the Rehearsal Director to ensure all rehearsals, workshops and talks go smoothly
- Take responsibility for props and costumes while in transit and in venues backstage, liaising with local wardrobe and stage management as necessary
- Collect print publicity materials for archive purposes
- Organise guest lists and Company complimentary tickets and deal with venue/festival personnel over any receptions taking place to host the Company, in consultation with the Head of External Relations

### **General**

- Provide administrative support to the Producer and other Company personnel while on tour as required
- Undertake other duties as may be reasonably required

Other projects may be taken on by the Company which require artistic administration. In this small organisation, there are opportunities for the Touring Assistant to work to his/her skills and strengths, beyond the main requirements of the job, on other initiatives.

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Salary: £20,000 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. The successful candidate may also be asked to travel with the touring company during busy periods.

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

**Applications must be received by 5pm on Friday 27 October.**

**Interviews will be held on Thursday 9 November.**

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**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 Touring Assistant, to avoid confusion.**