

AKRAM KHAN COMPANY

office@akramkhancompany.net | +44 (0) 20 7354 4333 | www.akramkhancompany.net
Somerset House, West Wing, Strand, London, WC2R 1LA, UK

MARKETING AND COMMUNICATIONS COORDINATOR 3 DAYS PER WEEK | FTC APRIL – OCTOBER 2025

Akram Khan Company

In July 1999 in the foyer of the Queen Elizabeth Hall in London, an animated and curiosity-filled conversation took place between the young gifted dancer/choreographer Akram Khan and an ambitious former dancer and just recently graduated arts manager Farooq Chaudhry. That conversation laid the foundation stone for a dynamic collaboration, culminating in the creation of Akram Khan Company (AKC) one year later.

Akram Khan is one of the most celebrated and respected dance artists today. In the last 24 years he has created a body of work that has contributed significantly to the arts in the UK and abroad. His reputation has been built on the success of imaginative, highly accessible and relevant productions such as *Thikra: Night of Remembering*, *Jungle Book reimagined*, *Outwitting the Devil*, *XENOS*, *Until the Lions*, *Kaash*, *iTMOi (in the mind of igor)*, *DESH*, *Vertical Road*, *Gnosis* and *zero degrees*. The Company also continues to build a meaningful footprint in the UK and beyond with its bespoke engagement programmes.

Upcoming Plans

In its 25th year, the Company's latest production, *Thikra: Night of Remembering*, will be reimagined for indoor theatres, premiering in summer 2025. Meanwhile, our project in collaboration with Dance United Yorkshire, *Memories of the Future*, is now underway and will premiere at the Alhambra Theatre, Bradford in July for a special one-off performance.

Company Values

Through the meeting of worlds, we invite people to see, dream and reflect on the beauty and complexity of being human.

- Courage
- Curiosity
- Caring
- Collaboration
- Connection

Our values are reflected throughout the company; in our productions, in our organisational structure and in the worldwide relationships we build and maintain with artists, collaborators, venues, festivals and funders.

Job Description

The Marketing and Communications Coordinator provides support and coordination to the development and implementation of existing and new process-led projects, in collaboration with the Marketing and Communications Manager and the wider team. This is an exciting time to join the organisation as the role will be key in shaping and delivering campaigns that engage AKC's audiences, both in the theatre and online, during its 25th year.

Key Responsibilities

Digital

- Support the Marketing & Communications Manager in producing video content and assets, including trailers, promotional films and interviews, to promote new AKC productions across its social channels and for tour venues
- Engage with the Company's digital audience, curating and delivery communications across social media, the Company's website and email newsletter
- Report on social media and the website using reporting tools
- Develop website architecture and structure alongside the Marketing and Communications Manager and our external partner COG Design
- Maintain and update Company content online

Tour Marketing

- Proofread brochures, programmes and other venues' marketing material
- Proofread webpages of all venues and liaise with presenters to ensure the Company is being accurately represented worldwide
- Assist the Marketing and Communications Manager with marketing material and marketing campaigns for UK and international performances and events
- Coordinate the collation of audience data following performances
- Update marketing packs for AKC's productions to distribute to venues' marketing teams
- Assist with commissioning production photography
- Update production portfolios including images, videos, design, production, distribution, and overseeing effective file management and updates

Press

- Using the press monitoring service, collate press stories, features and reviews for internal reports
- Assist with the management of a media database
- Assist the Marketing and Communications Manager with the creation of briefing documents, PR requests and events

Marketing and Communications Admin

- Maintain and provide up-to-date information for copy, images, videos, biographies, headshots and press dossiers for all artistic productions and projects
- Support the Marketing and Communications Manager with ACE reports
- Support with the delivery of the Impact and Insight Toolkit and Illuminate
- Support the Marketing and Communications Manager in the development and coordination of special projects
- Maintain appropriate filing for all marketing / publicity originated from the company and external partners

Other

- Provide general administration support for Marketing and Communications Manager
- Assist the Marketing and Communications Manager with the coordination and logistics for the delivery of the projects
- Assist with audition call-outs, applications and follow-ups in collaboration with the Office Manager
- Attend staff meetings and relevant training sessions
- Other duties as required within a small team

Person Specification

The successful applicant will demonstrate the following skills, experience and personal qualities:

Essential skills & qualities

- 1+ years of experience working in a Marketing or Press department, ideally for an arts organisation
- Excellent written and verbal communication skills

- Digital marketing expertise, with experience of running social media and email marketing campaigns
- Strong IT skills (Microsoft Office), and ability to use and edit digital media, including content management systems, and the aptitude to learn new systems
- Proactive, inquisitive and a good team player
- Excellent attention to detail and proofreading skills
- Excellent organisational and time management skills, and the ability to prioritise and work flexibly under pressure and to deadlines
- An interest in and commitment to the work of Akram Khan Company
- Must have the right to work in the UK

Desirable skills / qualities

- Knowledge of the dance sector, and regional and international theatre scene
- A flair for social media and/or photography
- Photoshop or InDesign experience

Salary:	£30,000 pro rata - £18,000 per annum - plus statutory contributions to the Company's pension (or alternative personal pension scheme)
Holiday:	Entitlement will be pro-rated based on 33 days of holiday per year, including UK bank holidays
Terms:	This is a 7-month fixed-term contract from April through to October 2025. Unfortunately we cannot consider candidates with a notice period longer than one month Part time (three days per week between Monday – Friday) Location and hours: Two days in the office (MirrorWorks, Stratford) and one at home While office hours are 10am - 6pm with a 1-hour unpaid lunch break, a certain amount of flexibility is required, including some occasional evening and weekend work

To apply for this position please complete this [Google Form](#). You will need to upload your CV and a cover letter. If you have any problems or questions, please email applications@akramkhancompany.net with the subject 'Marketing and Communications Coordinator'.

Applications must be received by 10am UK time on Thursday 20 February. Interviews will be held on Wednesday 26 February.
