

OPERATIONS ASSISTANT
3 DAYS PER WEEK FIXED TERM CONTRACT JUNE 2025 – 31 MARCH 2027

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 25 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 *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 carefully curated 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 followed by an international tour. Meanwhile, *Memories of the Future*, our Legacy project in collaboration with Dance United Yorkshire, 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 Company's Senior Management Team comprises the Artistic Director, Producing Director, Executive Director and Finance Director. The Operations Assistant actively supports the Senior Management Team, working primarily with the Executive Director and assisting the Finance Director, in a role that requires a high level of discretion, trust and reliability while ensuring effective communication between all the members of the Senior Management Team.

Key Responsibilities

Administrative

- Assist the Executive Director with venue contracts for all Company productions, including the Creative team and ITC based contracts for all dancers, ensuring the implementation of the stated terms and conditions
- Assist the Executive Director with tour-booking and tour diary management, including finalising contracts once deals have been agreed and updating schedules and memo deals accordingly
- Provide administration support to the Board of Trustees and assist the Executive Director servicing quarterly board meetings and sub-committee meetings in line with Arts Council regulations
- Lead on Arts Council England payment submissions and relevant paperwork required via Grantium, assist the Executive Director with all applications in respect of the Company's NPO funding agreements, and support the Office and Legacy Manager on yearly Arts Council England reporting
- Assist the Executive Director with diary management and travel arrangements
- Assist the Executive Director with personnel contracts and annual appraisals paperwork
- Act as deputy for the Executive Director and the Office and Legacy Manager whilst they are away from the office on working trips and annual leave
- Acting as first point of contact for general touring enquiries

Financial

- Assist with monthly credit card reconciliations
- Manage the invoicing of fees and expenses to venues/promoters and manage royalty payments for collaborators
- Check and process all incoming bills, ensuring sign-off procedures have been adhered to, and entered on Quick Books for payment by the Finance Director
- Support the Finance Director in obtaining financial documentation as required by promoters or by the team, including certificates of tax residency and financial guarantees.
- Any other finance support duties as required by the Finance Director

Other

- Demonstrate a high level of trust and reliability whilst maintaining confidentiality and discretion
- Fulfil all other duties that can be reasonably requested by the Senior Management Team and Board of Trustees

Person specification

This role offers an excellent opportunity for a highly motivated individual with a strong interest in the arts/dance sectors. It would particularly suit someone with 2 years + experience working in the arts sector, wanting to develop their skills in arts management and learn more about the complexities of working with an NPO funded organisation. As a small company there are many opportunities to learn and work closely with the team and a chance for the Operations Assistant to work on other initiatives using their skills and strengths, beyond the main requirements of the job.

Essential skills/qualities

- 2 years of minimum experience in working in the arts sector
- Knowledge of handling venue/ artist contracts
- Experience of working with Arts Council England regulations
- First-class communication skills both verbally and in writing
- Exceptional, demonstrable organisational skills
- Excellent attention to detail
- A good head for numbers along with financial accuracy and record-keeping
- Basic book keeping experience
- Strong computer literacy with a good knowledge of MS Word and Excel, and the aptitude to learn new systems
- Ability to work on a range of projects with a thorough grasp of their complexities
- Ability to work as part of a team
- A proactive working style with the ability to work on your own initiative with energy, determination and flair
- Passion for the arts

Desirable skills/ qualities

- Knowledge of the dance sector
- Good negotiation skills
- Excellent cultural awareness and interpersonal skills
- PA experience
- Minute-taking experience
- Foreign language skills

Reporting:	The Operations Assistant reports on a daily basis to the Executive Director and must have the rights to work in the UK
Salary:	£31,000 per annum pro rata plus statutory contributions to the Company's pension (or alternative personal pension scheme)
Holiday:	Entitled to 20 days of holiday per year, including UK bank holidays and including any other days on which the office is closed such as the shutdown between Christmas and New Year
Terms:	3 days per week, fixed term contract until March 2027
Location and hours:	Three days in the office (Mirror Works, Stratford). One day work from home as an option to be considered While office hours are 10am - 6pm with a 1-hour unpaid lunch hour, 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 'Operations Assistant'.

Applications must be received by 12pm UK time on Tuesday 27th May. Interviews will be held on Wednesday 4th June.
