

# AKRAM KHAN COMPANY

office@akramkhancompany.net | +44 (0) 20 7354 4333 | www.akramkhancompany.net

Somerset House, New Wing, Strand, London, WC2R 1LA, UK

## **Akram Khan Dance Company – Visa and work permit co-ordinator**

### **Brief**

Akram Khan Company has established a worldwide reputation for producing ambitious dance collaborations that are both high quality and accessible. The Company enjoys a busy programme of international touring and production of new works, but is also developing a strong national engagement programme in the UK.

### **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**

The Visa and work permit co-ordinator supports the Touring Department, providing essential administrative support which enables the Company's busy international touring schedule.

This position is offered on a 4-day a week basis and on a fixed-term contract for 18 months (with the possibility of extension).

### **Main tasks and responsibilities**

- Organise and plan visa schedules and applications for touring and creation 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
- Apply for and keep abreast of all international paperwork necessary for touring (e.g. DRAC / Directee forms for touring in France)
- Undertake other duties as may be reasonably required.

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## Person specification

It is essential that applicants for this role have at least two years' experience of the duties as listed, due to the very specific knowledge/skills required.

### *Essential skills*

- A working knowledge and understanding of international visa requirements, and UK work permit requirements, within the arts field
- Ability to work as part of a team in a busy office environment
- First class communication skills both verbally and in writing, with excellent written English
- Effective time management and prioritisation skills
- Exceptional attention to detail
- Strong computer skills
- Ability to remain calm and patient under pressure

### *Desirable skills/qualities*

- Educated to degree level
- A keen interest and enthusiasm for the Arts
- Flexible attitude, with willingness to work longer hours when needed, particularly during busy touring or production periods
- Foreign language skills would be an asset in this role.

Salary: £27,000 per annum, pro-rated to 4 days (£21,600), plus statutory contributions to the company's pension scheme (or alternative personal pension scheme).

This is a part-time position, based at the Company's bright, comfortable office in Somerset House. Office hours are 10am - 6pm Monday-Friday.

To apply for this position please complete [this Google Form](#). You will need to upload your CV and a brief cover letter.

If you have any problems or questions, please email [admin@akramkhancompany.net](mailto:admin@akramkhancompany.net) with the subject '**Visa and Work Permit Co-ordinator**'.

Applications must be received by 5pm on Friday 22 November.

Interviews will be held on Thursday 5 December.