

AKRAM KHAN COMPANY

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

ASSISTANT TO EXECUTIVE DIRECTOR

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.

The Company's 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 Khan and the artists need in order to produce great work
- a passion for what we do.

Job description

The Executive Director sits alongside the Artistic Director, Producing Director and Finance Director, on the Company's senior management team. The Assistant actively supports the Executive Director, as well as providing support to the senior management team in a role that requires a high level of discretion, trust and reliability. The Assistant works alongside the Company's Head of Touring and Production, Technical Management team and Legacy Creative Producer to further the Company's artistic vision and aspirations.

Key Responsibilities

- Assist the Executive Director with venues contracts for all Company productions and in-house and ITC contracts for all artists ensuring the implementation of the stated terms and conditions
- Assist the Executive Director and Producing Director with tour-booking and touring diary management including finalising contracts and updating schedules and memo deals
- Assist the Executive Director and Finance Director with budgets for productions and projects
- Support the Senior Management team in the development of strategy and visioning within the business plan and associated documents
- Provide administration support to the Board of Trustees, predominantly servicing quarterly board meetings and sub-committee meetings
- Act as deputy for the Executive Director as required whilst the Executive Director is away from the office during touring trips and annual leave
- Provide diary management duties for the Executive Director
- Assist the Executive Director with monthly credit card reconciliations
- Assist the Executive Director with travel itineraries for local and international meetings
- Acting as first point of contact for general touring enquiries
- Attend any meetings as required in order to fulfil the duties of the role
- Maintain excellent relationships with partners, promoters, co-producers and potential collaborators, both face to face and on the telephone, with a view to securing new opportunities for the Company
- Actively promote the Company

- Lead on Arts Council England payment submissions via Grantium, assist the Executive Director with all applications in respect of the Company's NPO funding agreements, and supervise the Company Administrator on yearly Arts Council England reporting
- 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 and a particular passion for touring and producing. It would particularly suit someone with 2 years + experience working in the arts sector, who is ready to step up and develop producing skills. In this small organisation, there are opportunities for the Assistant to Executive Director to work on other initiatives using their skills and strengths, beyond the main requirements of the job.

Essential skills/qualities

- 2 years of experience in working in the arts sector
- First class communication skills both verbally and in writing
- Exceptional, demonstrable organisational skills
- Excellent attention to detail
- Knowledge of handling venue/ artist contracts
- Ability to work as part of a team
- 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
- A proactive working style with the ability to work on your own initiative with energy, determination and flair
- Ability to handle confidential information with discretion
- Passion for the arts

Desirable skills/ qualities

- Knowledge of the dance sector
- Experience of working with Arts Council England regulations
- Good negotiation skills
- Excellent cultural awareness and interpersonal skills
- Experience in managing budgets
- Line management experience
- Foreign language skills, preferably French, Spanish, German or Mandarin

Salary: £30,000 per annum plus statutory contributions to the Company's pension scheme (or alternative personal pension scheme)
 Holiday: 25 days plus public holidays per annum
 Terms: full-time, permanent
 Location and hours: Somerset House, London. 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 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 'Assistant to the Executive Director'.

Applications must be received by 12pm UK time on Monday 24 January. Interviews will be held on Friday 28 January.
