

# AKRAM KHAN COMPANY

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

## COMPANY ADMINISTRATOR

### 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

Reporting to the Executive Director, the Company Administrator contributes to the smooth running of our busy office and provides essential administrative support to the team, as well as acting as the public's first point of contact.

### Key Responsibilities

#### General Office Administration

- Ensure smooth day-to-day running of the office
- Liaise with the Somerset House management team in respect of office services such as cleaning, maintenance and access
- Frontline contact for general enquiries (over the phone & email)
- Update tour schedules and office movement charts and disseminate the information as required
- Management of the office diary
- Collate dancers' details for auditions, Intensives and company class opportunities
- Inventory management of sets and equipment
- Keep office systems updated, including filing, IT and telephone systems
- Maintenance of database and data entry, in liaison with the Communications Manager
- Management of IT infrastructure
- Maintain up-to-date Personal Info, in liaison with the Visa and Work Permit Coordinator
- Maintain and oversee the Company insurance policies
- Meeting room booking & supporting rehearsal studio booking when needed
- General filing & photocopying
- Collect and deal with post (including organising couriers e.g. Fedex and Absolutely)
- Monitor & order stationery supplies and office catering
- Manage housekeeping tasks
- Coordinate and minute office meetings when required
- Organise company dinners and away days
- Support recruitment processes – booking and distributing recruitment ads, scheduling interviews, etc.

- Organise visits to the storage to collect/drop off items as necessary
- Manage yearly Arts Council England reporting under the supervision of Assistant to Executive Director
- Work with the Communications and Legacy Departments in regard to DVD/Video releases to the general public and education establishments
- Leads on the Company's sustainability vision, researching and implementing relevant changes to the Company's operations to ensure a more sustainable approach to working
- Project manage, in collaboration with the Executive Director, any office and/or storage moves as needed
- Support all departments when team members are on holiday/off sick (eg. Marketing & Communications with Social Media)
- Other duties as required within a small team

#### Finance

- Responsible for managing and reconciling all office floats, reporting to the Finance Director when appropriate
- Assist the Finance Director with invoicing, processing of credit card receipts, collation of materials for the annual audit, and other financial/administrative tasks as required.

#### 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 and a passion for developing and maintaining effective office and administrative systems. It would particularly suit someone looking for their first job in arts administration. In this small organisation, there are opportunities for the Company Administrator to work on other initiatives to grow their skillsets and strengths, beyond the main requirements of the job.

#### Essential skills/qualities

- Excellent communication skills, including written English and interpersonal
- Good numeracy skills
- Exceptional, demonstrable organisational skills, with the ability to work flexibly under pressure and to prioritise
- Commitment to detail
- Ability to work as part of a team in a busy office environment
- Strong computer literacy with a good working knowledge of MS Word and Excel, and the aptitude to learn new systems
- 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 their own initiative with energy, determination and flair
- A passion for the arts

#### Desirable skills/ qualities

- Knowledge in IT systems and solutions, and office equipment
- Experience working in an office
- Knowledge of the dance sector
- A desire to build a career in Arts Administration

Salary: £25,000 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@akramkhانcompany.net](mailto:applications@akramkhانcompany.net) with the subject 'Company Administrator'.

**Applications must be received by 12pm UK time on Monday 24 January. Interviews will be held on Thursday 27 January.**