

AKRAM KHAN COMPANY

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

ASSISTANT TO THE EXECUTIVE DIRECTOR

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 22 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 April 2022, the Company's latest projection *Jungle Book reimagined* received its World Premiere in Leicester and continues to enjoy a busy programme of international touring. This year, plans are underway for a new production as well as a number of other projects.

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 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. Furthermore, the Assistant works alongside the Company's Head of Touring and Production, the Technical Management team and the Legacy Creative Producer to further the Company's artistic vision and aspirations, and works closely with the Assistants to the Artistic and Producing Directors, to ensure effective communication between the members of the Senior Management Team.

Key Responsibilities

Administrative/ Managerial

- 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 and Producing Director with tour-booking and touring diary management, including finalising contracts once deals have been agreed and updating schedules and memo deals accordingly
- 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 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 Administration and Legacy Coordinator on yearly Arts Council England reporting
- Manage the Executive Director's diary and assist with travel itineraries for local and international meetings/trips
- Assist the Executive Director with PAYE contracts and with schedules and paperwork required for appraisals and probationary reviews for all office staff, dancers and rehearsal directors
- Act as deputy for the Executive Director and the Administration and Legacy Coordinator whilst they are away from the office on working trips and annual leave
- 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

Financial

- Assist with the preparation and management of budgets for productions and projects
- Assist with monthly credit card reconciliations
- Manage the invoicing of fees and expenses to venues/promoters and manage royalty payments for collaborators.
- 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 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 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
- Ability to work as part of a team
- A good head for numbers along with financial accuracy and record-keeping
- 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
- Passion for the arts

Desirable skills/ qualities

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

Reporting:	The Assistant reports on a daily basis to the Executive Director and must have the rights to work in the UK
Salary:	£30,000 per annum plus statutory contributions to the Company's pension (or alternative personal pension scheme)
Holiday:	Entitled to 33 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:	Full-time, permanent Location and hours: Somerset House, London. While office hours are 10am - 6pm Monday-Friday with a 30-minute 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 'Assistant to the Executive Director'.

Applications must be received by 12pm UK time on Sunday 2 April. Interviews will be held on Tuesday 11 and Thursday 13 April.
