

# AKRAM KHAN COMPANY

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

## COMPANY ADMINISTRATOR (MATERNITY COVER) 4 DAYS PER WEEK

### Akram Khan Company

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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

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In its 25th year, the Company's latest production, *Thikra: Night of Remembering*, will be reimagined for indoor theatres, premiering in summer 2025. Meanwhile, our project in collaboration with Dance United Yorkshire, *Memories of the Future*, is now underway and will premiere at the Alhambra Theatre, Bradford in July for a special one-off performance.

### Company Values

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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

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Reporting to the Executive Director, the Company Administrator contributes to the smooth day-to-day running of the Company's busy office by serving as the public's first point of contact and managing general inquiries. As well as general administrative tasks the Administrator will be working closely with the Creative Learning Manager to provide support to the Legacy Collective.

## **Key Responsibilities**

### General Office Administration

- Ensure smooth day-to-day running of the office
- Liaise with the Mirror Works management team in respect of office services such as maintenance and access
- Frontline contact for general enquiries (over the phone & email)
- Update 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 the Operations Manager
- Work with the Communications and Legacy Departments in regard to DVD/Video releases to the general public and for educational purposes
- 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, collation of materials for the annual audit, and other financial/administrative tasks as required.

### Legacy

- Provide administrative and coordination support for the Creative Learning Manager
- Assist with schedules, bookings, call sheets, call outs, etc
- Process financial paperwork, including coding and invoices, and assist in the updating of Legacy Department budgets with details of actual spend
- Assist the Creative Learning Manager with the preparation and drafting of contracts
- Manage the Legacy Department's statistics
- Conduct research for development of new programmes
- Attend meetings and minute taking 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. 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:	£28,000 (pro rata) plus statutory contributions to the Company's pension scheme (or alternative personal pension scheme)
Holiday:	Entitlement will be prorated based on 33 days of holiday per year, including UK bank holidays and including any other days on which the office is closed such as shutdown between Christmas and New Year
Terms:	Part-time (four days per week)
Location and hours:	Three days in the office (Mirror Works, Stratford) and one day work from home. 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](mailto:applications@akramkhancompany.net) with the subject 'Company Administrator'.

**Applications must be received by 12pm UK time on Friday 14 March. Interviews will be held on Thursday 27 March.**

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