



Enter Achilles, Assistant Producer

Fixed-term position: August 2019 – January 2021

About Sadler's Wells

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

Over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy, all planned to open at the end of 2022.

Sadler's Wells Producing & Touring Department

After many years of creating & commissioning productions, Sadler's Wells established its Producing & Touring Department in Jan 2011, which is responsible for Sadler's Wells' productions, co-productions and UK and international touring projects. Committed to producing works of the highest standard, since 2005, Sadler's Wells has produced award-winning shows in collaboration with its portfolio of Associate Artists, other dance companies and international partners. These include **Russell Maliphant's** multi award-winning production *PUSH* with **Sylvie Guillem**, **Crystal Pite's** *Polaris*, *Gravity Fatigue* with fashion designer **Hussein Chalayan**, *Sutra* by **Sidi Larbi Cherkaoui** and sculptor **Antony Gormley**, **Michael Keegan Dolan's** *Rian* and *Swan Lake*, productions by Carlos Acosta's **Acosta Danza**, **Natalia Osipova's** *Pure Dance* and **William Forsythe's** *A Quiet Evening of Dance*.

With global audiences of over 1.9 million across 48 countries and 348 venues, Sadler's Wells' producing and touring department collaborates with UK and international co-producing partners and has presented works at some of the most prestigious venues and festivals around the world including Sydney Opera House, White Light Festival, Lincoln Center (New York), the National Centre for Performing Arts (Beijing) and Chekhov International Theatre Festival, (Moscow).

With 48 productions created so far, it plays a dynamic role in the development of dance and brings innovative and inspiring productions to audiences across the world. More information on our productions can be found at sadlerswells.com/touring

Rambert

Rambert is one of the world's leading contemporary dance companies. With a diverse programme and international outlook, it is also a British national institution with loyal local audiences throughout the UK. Rambert's 2019/20 programme includes works by Sidi Larbi Cherkaoui, Sharon Eyal, Wayne McGregor, Marion Motin, Andrea Miller, Ohad Naharin, Lloyd Newson, Hofesh Shechter and Jermaine Spivey.

Enter Achilles signals another fresh development, working with a major artist and assembling a new, hand-picked company of performers to re-create an iconic work for today's audiences. By providing these conditions, Rambert has enticed Newson for the first time in 30 years to re-envision one of his works on another company. The company works in partnership with other visionary organisations to realise its most ambitious projects, including collaborations with 59 Productions, Manchester International Festival, The Royal Ballet and Sadler's Wells.

Rambert's vision is to be the world's most exciting dance company, making dance resonate for the 21st century in the hearts of communities at home and around the world. More information can be found at Rambert.org.uk/about-us.

The Role

Rambert and Sadler's Wells are producing a recreation and major international tour of Enter Achilles, the seminal 1995 work conceived and directed by Lloyd Newson (DV8 Physical Theatre). The production is being developed throughout 2019 at Rambert and will tour from February 2020 managed by the Sadler's Wells Producing & Touring department.

The Assistant Producer will be line managed by the Enter Achilles Producer. The role is primarily based at Sadler's Wells, with some days at Rambert and on tour.

The principal responsibility of the Assistant Producer is to provide management and coordination support for the Enter Achilles tour within the UK and abroad.

The Assistant Producer may also provide support for other Sadler's Wells productions, subject to capacity.

Key responsibilities

Supporting Productions & Tours

- Organise and coordinate production and tour logistical arrangements such as travel, per diems, accommodation and rooming lists and prepare company information for venues, and be the main point of contact with regard to these areas.
- Assist the Producer with the management of the tour, any re-rehearsals and/or any future auditions in the UK and overseas.
- Assist with the negotiation of financial deals, and drafting, negotiating and managing contracts with the creative team, company personnel, rights holders, tour venues and festivals, as appropriate.
- Prepare and circulate rehearsal and touring schedules and Company Tour Packs to the Company Members.
- Support the management of the company personnel when on tour, meeting and greeting artists and being a main point of contact.
- Manage the process of obtaining visas, work permits/certificates of sponsorship, immigration and Custom clearance for artists and company personnel ensuring relevant paperwork is provided to venues and the appropriate authorities in a timely manner.
- Organise E101s/A1s and assist in the preparation of relevant tax information to external partners.

- Assist the management of production and touring budgets, forecast cashflows and financial reporting. Process financial paperwork including processing expense invoices and receipt payments, raising invoices and monitoring petty cash floats as appropriate.
- Assist in the preparation of information for promoter packs and other marketing material, the proof reading of brochures and marketing collateral, the organisation of photoshoot and filming sessions, mail outs to presenters, and gathering of statistics and press coverage as required.
- Organise and manage any ancillary activities around productions for productions such as workshops, talks and digital activities as agreed contractually with venues.
- Manage guest lists for performances on tour as required.

General duties

- Provide general administration support including maintaining office systems, dealing with general correspondence, and file management.
- Support the planning and delivery of the Sadler's Wells Producing & Touring department's digital activities, in accordance with the Sadler's Wells Digital Policy.
- Attend opening nights, performances or other events as agreed with the Producer.
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours.
- Undertake any other duties that may reasonably be required of the Assistant Producer as deemed appropriate by the Producer and/or Sadler's Wells Executive Producer.
- At all times to carry out duties and responsibilities with regard to the Equality, Diversity and Inclusion, and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of the identified premises.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

What we are looking for

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Essential:

- Excellent communication and interpersonal skills, ability to build good relationships with organisations and individuals
- Experience of working in administration and/or company management in a touring theatre or dance company and a good understanding of the needs of artists and touring companies
- Experience of planning and co-ordinating practical and logistical arrangements for touring projects, particularly involving touring in the UK
- Experience of making work permit/certificate of sponsorship and visa applications
- Experience of drafting and managing production and touring budgets
- Experience of drafting and managing contracts with venues, artists and performers
- Ability to work well under pressure in a busy environment, paying close attention to detail and maintaining accuracy whilst handling a varied and demanding workload
- Proficient user of Excel, Word and Outlook
- Willingness to work evenings and weekends, including both UK and overseas travel as required

Desirable:

- Foreign languages
- Good knowledge of the UK and international arts scene, particularly in relation to dance
- Experience of dealing with copyright and licence holders, publishers, PRS, PPL, Equity and Musician's Union
- Experience of touring internationally

Terms and conditions

Salary £26,000 per annum, based on 35 hours per week, plus an additional paid meal break each day

The post is fixed term from August 2019 to January 2021

Annual leave entitlement is 5 weeks for each Holiday Year pro rata

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

Sadler's Wells offers interest-free season ticket loans

Sadler's Wells offers a Cycle to Work salary sacrifice scheme

Sadler's Wells has a Death in Service insurance policy covering twice the annual salary.

Sadler's Wells encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (subject to availability)

Making an application

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

**Please submit the online application form by 11.59pm on Sunday 14 July 2019.
Late applications will not be considered.**

Interviews will take place week commencing Monday 15 July 2019.

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