



Producing & Touring Coordinator

About Sadler's Wells

Sadler's Wells is a world-leading arts 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.

Dance has the ability to connect with people both intellectually and emotionally and Sadler's Wells' vision is that dance is part of everyone's life. We want to make sure that dance continues to have something new to say but also that it continues to stimulate the way we think about the world around us.

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 rehearsals 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 Queen Elizabeth Olympic Park, as part of a new Culture and Education District. Sadler's Wells will occupy the Stratford Waterfront site, sitting opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum.

The CED 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 500-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy. A major fundraising campaign is being developed in order to realise both capital and revenue requirements and open the new theatre in 2022.

The Department

After many years of creating and commissioning productions, Sadler's Wells created a new Producing and Touring department in 2011, responsible for Sadler's Wells' productions, co-productions and international touring projects. The department produces and co-produces a broad range of award-winning and ground-breaking productions, often with our Associate Artists. We work with many international partners and our productions tour extensively across the globe, primarily to Europe, North America, Asia, Australia, New Zealand and the Middle East. More information on our productions can be found at www.sadlerswells.com/touring

The Producing and Touring department is led by the Executive Producer. The department consists of a Head of Producing & Touring, a team of Producers, a Technical Production Manager, two Coordinators and an Intern, and is supported by a Marketing Manager (Productions & Touring) and Production Accountant. The team works closely with colleagues across the organisation and also works regularly with a number of external Producers.

Key responsibilities

Reporting to one of the Producers, the principal responsibility of the Producing & Touring Coordinator is to support the Producers by providing administrative & coordination support for the creation of Sadler's Wells productions & tours, both within the UK & abroad.

The Producing & Touring Coordinator's main duties will include:

Supporting Productions & Tours

- Organise and coordinate production & tour logistical arrangements such as auditions, travel, per diems, accommodation & rooming lists and be the main point of contact with regard to these areas
- Prepare the Company information book for each touring engagement
- Support the planning & delivery of rehearsals & tours, assisting Producers and Artists where necessary
- If necessary, assist the Producers in drafting and negotiating contracts, including negotiation of fees and costs within guidelines set by the relevant Producer

- Support the procedure of engagement of production & touring staff
- Prepare & circulate rehearsal & touring schedules
- Process financial paperwork and manage specific budget lines, assisting in the monitoring and spend management of the budgets
- Coordinate bookings of studios & spaces for auditions, rehearsals, photo shoots and other events
- Obtain visas, work permits/certificates of sponsorship, immigrations and customs clearance for artists and company staff, and child parental permissions ensuring relevant paperwork is provided to venues and the appropriate authorities in a timely manner
- Organise A1s and assist in the preparation of relevant tax information to external partners
- Meet and greet overseas artists on arrival in London and be a point of contact for them
- Caring for, providing information to and liaising with artists on practical matters such as hotel rooming lists and check-ins, airport transfers, collection of per diems, and comp ticket allocations. Be a main point of contact regarding logistical arrangements and support for company members when travelling on tour
- Assist in the preparation of promotional packs for venue programmers and marketing material. This includes updating & maintaining the P&T website touring pages and proof reading brochure pages, print material & press releases in liaison with the Producers and Marketing Manager
- Maintain the department's database of UK & International contacts as required
- Coordinate mail outs & invitations to UK & International presenters as required

Other Duties

- Undertake diary management, travel booking and file management work for the Executive Producer
- Provide general department administration and coordination support for the department
- Collate the department's audience figures and other data, and prepare statistical analysis for reports and presentations as appropriate.
- Manage the department's archives both on paper and on computer

- Attend rehearsals, opening nights, performances or other events both at Sadler's Wells and occasionally on tour as agreed with the Producers.
- Provide 'Person In Charge' (PIC) duty for non-public programmed events out of the theatre's regular operating hours
- 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
- Carry out all duties and responsibilities in accordance with the health and safety policies and procedures laid down by Management
- Maximise income and minimise expenditure without loss of quality in all areas of responsibility
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equal Opportunities 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 Sadler's Wells' 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

- Experience of working with performing arts projects, including: organising logistical arrangements; handling visa and immigration requirements; basic experience in drafting contracts
- Able to work under pressure with changeable and tight deadlines
- IT proficiency, especially in Excel, Word, Power Point programmes
- Basic experience of working with performing arts production budgets and financial processes
- Strong written and verbal communication skills
- Willingness to work evenings and weekends, including occasional UK & overseas travel as required
- Interest in Dance

Desirable

- Experience of supporting projects offsite and on tour
- Experience of working with Dance projects internationally
- Tour management experience
- Foreign Languages, particularly Spanish, French or Chinese

Terms and conditions

Salary £23,500 per annum, based on 35 hours per week, plus an additional paid meal break each day

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

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

The company offers interest-free season ticket loans

The company offers a Cycle to Work salary sacrifice scheme

The company offers a childcare voucher salary sacrifice scheme

The company has a Death in Service insurance policy covering twice the annual salary

The company 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 Wednesday 23 May 2018.
Late applications will not be considered.**

Interviews will take place week commencing Monday 28 May 2018.

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