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Sadler's Wells

Assistant Company Manager

Fixed-term contract on production of *Common
Ground[s] / A Rite of Spring*



Photography by Maarten Vanden Abeele (c) Pina Bausch Foundation

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Welcome

Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and create dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

This role will offer you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.



About the Production

The Assistant Company Manager will join the touring team for the Autumn Tour of *Common Ground[s] / The Rite of Spring* a collaboration between the Pina Bausch Foundation (Germany), École des Sables (Senegal) and Sadler's Wells (UK). The production was set to premier in 2020 but halted due to the pandemic, after opening in 2021 the production has toured internationally across Europe and Australia and in 2022 will continue touring to France, Canada and the USA with future international locations to be announced.

For more information on the production please click on [this link](#).

The Role

This is a large scale production with a touring team of 52 people including 36 artists and 16 production staff. This role will report to the Company Stage Manager (CSM) and assist with the management, logistics and care of the company whilst on tour.

Production dates: Monday 12 September – Sunday 16 October 2022*
There will be future touring dates from 2023 onwards. These will be confirmed at a later stage.

Locations: Paris, France
Montreal, Canada*
Toronto, Canada*

*Please note exact dates are subject to change. The period 2 –16 October is subject to a visa for travel being successfully granted.

Pay: £594 per week
Please note this will be a PAYE contract.

Holiday: 28 days per annum, pro rata

Closing date: Thursday 11 August at 11.59pm

Interviews: Wednesday 17 August (over MS Teams)

What are my responsibilities?

Tour preparation & rehearsals

- Assist with company issues whilst on tour & in performance as instructed by CSM or Producer
- Assist CSM as required.
- Attend all meetings, rehearsals, production meetings, media calls & performances as required.
- Book taxis as required for Artists and other members of the team

Hotel check-in

- Assist hotel check-ins as required
- Distribute per diems ensuring each person has signed for them
- Get a rooming list of everyone from the hotel

At the theatre

- Establish where company can get water (bottles should be available to the company in dressing rooms and near stage)
- Distribute venue passes for access to backstage areas
- Tidy dressing rooms at the end of each performance, including removing rubbish, taking towels to laundry, collecting lost property and ensuring they are left clean at the end of a run

Other

- Accompany team members as necessary to get medical treatment, whether it is by a local partner, or a nurse, doctor or hospital depending on the treatment needed
- Assist CSM with pastoral care as required

- Assist CSM with running and gathering of Covid tests sessions and results as required
- Admin tasks on tour as required (filling in forms needed to travel in and out of countries, picking up passports from embassies, purchasing items on tour)
- Handle cases of lost or damaged luggage at airport
- Assist with international and local travel from and to airport as required
- Monitor the stock of the first aid kits / ice packs and restock as directed by CSM
- Assist CSM with ensuring all company members and personal items are accounted for on bus transfers in a timely manner
- Checking flight/train status before travel days to be aware of any delays / changes and inform the CSM and producer
- Liaise with CSM as required
- Liaise with Producing team on logistical arrangements on a regular basis

General

- Live, breathe and role model our organisational values of Excellence, Collaboration, Inclusion and Innovation, being aware of the influence and impact you can have at Sadler's Wells
- 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 Company Manager as deemed appropriate by the Executive Producer and the Producers

- At all times to carry out duties and responsibilities about Sadler's Wells' Equality, Diversity and Inclusion, and Health and Safety Policies. This may

include aiding 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.

Who should apply?

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

Skills and Experience

- Experience of working with a touring company
- Intermediate French language skills (able to communicate conversationally in verbal and written form)
- Knowledge of health and safety issues, safe working practice and safeguarding
- Able to use MS Office including Word and Excel
- Flexible attitude and ability to work as part of a team
- Ability to communicate effectively
- Ability to work with a wide range of people
- Friendly, welcoming and calm personality
- Practical problem-solving abilities, with the ability to remain calm under pressure
- Able to work without supervision
- Must have the right to work in the UK

Desired

- Experience in handling logistical situations on tour



The Rite of Spring © Maarten Vanden Abeele

Making an application

A Job Description and Person Specification are included in this document. We invite candidates to apply with their CV and a supporting statement. Please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on recruitment@sadlerswells.com.

We therefore welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

We welcome all applications by 11:59pm BST on 11 August 2022. Interviews will be held online on 17 August 2022.

Background Information

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.

In normal times, 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' colleagues.

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 be located on the Stratford Waterfront site, opposite the London Aquatics

Centre, alongside UAL's London College of Fashion and the V&A Museum. The site 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 theatre academy, all planned to open by the end of 2023.

Producing & Touring at Sadler's Wells

Since 2005, Sadler's Wells has created award-winning dance productions, co-productions and touring projects in collaboration with its portfolio of Associate Artists, as well as international dance companies and partners. These include Russell Maliphant's multi award-winning production PUSH with Sylvie Guillem; Crystal Pite's Polaris with Thomas Adès; Gravity Fatigue, directed by fashion designer Hussein Chalayan; Sutra by Sidi Larbi Cherkaoui and sculptor Antony Gormley; Michael Keegan-Dolan's Swan Lake/ Loch na hEala; productions by Carlos Acosta's company Acosta Danza; Natalia Osipova's Pure Dance; Botis Seva's Olivier Award winning BLKDOG and William Forsythe's A Quiet Evening of Dance.

Sadler's Wells plays a significant role in the development of dance, bringing innovative and inspiring works to worldwide audiences. In the last 15 years, it has created 56 productions that have been enjoyed by over 2.2 million people in 48 countries. Sadler's Wells productions have toured to some of the most prestigious theatres and festivals around the world, such as the Sydney Opera House, the Lincoln Center's White Light Festival in New York, the National Centre for Performing Arts in Beijing, Chekhov International Theatre Festival in Moscow and Santiago a mil Festival in Chile.

Since 2020 we have premiered three new international touring productions: Message In A Bottle, a Sadler's Wells and Universal Music UK production by Kate Prince, based on the songs of Sting; Pina Bausch's The Rite of Spring with common ground[s] by Germaine Acogny & Malou Airaud, co-produced in partnership with the Pina Bausch Foundation and École des Sables in Senegal; and our small-scale production Neighbours by Brigel Gjoka and Rauf 'RubberLegz' Yasit.

For more information about our touring work please visit: www.sadlerswells.com/on-tour/