



Producing & Touring Assistant

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 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 academy, all planned to open at the end of 2022.

The Department

After many years of creating and commissioning productions, Sadler's Wells established its Producing & Touring department in January 2011. It is responsible for Sadler's Wells' productions, co-productions and UK and international touring projects. 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).

Sadler's Wells is committed to producing, commissioning and presenting works of the highest standard and, since 2005, produces 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**, and **William Forsythe's** *A Quiet Evening of Dance*.

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 www.sadlerswells.com/touring.

The Role

The Producing & Touring Assistant works across the range of the department's productions and tours, assisting the Producers and Assistant Producers with the logistical and coordination requirements, whilst in pre-production and when on tour. The role also involves providing personal assistant support to the Executive Producer.

Key responsibilities

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

- Organising and coordinating logistical arrangements for productions and tours. These arrangements include rehearsal bookings, auditions, travel bookings (working closely with the department's travel agent), accommodation reservations, rooming lists and per diems
- Researching and preparing information documents for the company members for each touring engagement

- Preparing and circulating rehearsal and touring schedules
- Supporting the Producers and Assistant Producers on preparation of visas, work permits, certificates of sponsorship, immigration and customs clearance for artists and company personnel. Ensuring relevant paperwork is provided to venues and the appropriate authorities in a timely manner
- Caring for, providing information to and liaising with artists and touring technical teams on practical matters such as hotel rooming lists and check-ins, airport transfers, collection of per diems, and complimentary ticket allocations
- Providing personal assistance to the Executive Producer; including diary management and organising meetings. Booking travel accommodation and reconciliation of credit cards.
- Providing the Production Manager and the Head of Producing & Touring with administrative support as required across all the department's productions and tours
- Assisting the Head of Producing & Touring and the Tour Producer with the development of the international database
- Supporting the Marketing Manager with any marketing tasks required for the productions and tours
- Coding and processing invoices as required
- Provide general administration support including maintaining office systems, dealing with general correspondence, and file management

Other Duties

- Ensure all financial and policy matters are completed in strict accordance with Sadler's Wells' policies and procedures
- Liaise with Producers to maximise income and minimise expenditure without loss of quality in all areas of responsibility
- Attend opening nights, performances or other events as agreed with the Head of Producing & Touring
- 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 Producing & Touring Assistant

- At all times to carry out duties and responsibilities with regard to Sadler's Wells' 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 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 in a theatre or touring company in administration or company management work
- Good verbal and written communication and interpersonal skills – the ability to adapt working style to different people/groups
- Previous experience of administration
- Good computer literacy skills: able to effectively use a range of software applications including Word, Excel, PowerPoint, database and web software
- An understanding of the needs of artists and touring companies
- Ability to pay attention to detail and maintain accuracy whilst handling a busy and varied workload
- Ability to assemble information clearly for dissemination to others
- The ability to work effectively as part of a team as well as on own initiative
- An interest in dance, the work of Sadler's Wells

Desirable

- Knowledge and understanding of the application process for work permits and visas
- Ability to coordinate complex logistical arrangements and experience of doing so for touring projects, particularly international touring
- Ability to understand and input into simple budgets, to deal with petty cash receipts and monitor expenditure
- Foreign languages, particularly Spanish and/or Mandarin
- Experience of travelling abroad

Terms and conditions

Salary £22,500 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:

- Employee Assistance Programme (EAP) – Free confidential support service.
- Season Ticket Advance – Interest free loan to purchase a home to work travel ticket.
- Cycle to Work Scheme.
- Death in Service Benefit – Equivalent to twice your annual salary.
- Staff discount at Garden Court Café.
- Discounted performance tickets (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 Monday 23 September 2019. Late applications will not be considered.

Interviews will take place on Monday 30 September & Tuesday 1 October 2019.

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