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Sadler's Wells

Admin Assistant (Producing & Touring)

6-month fixed-term contract due to commence
September 2022



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 fixed-term 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.



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

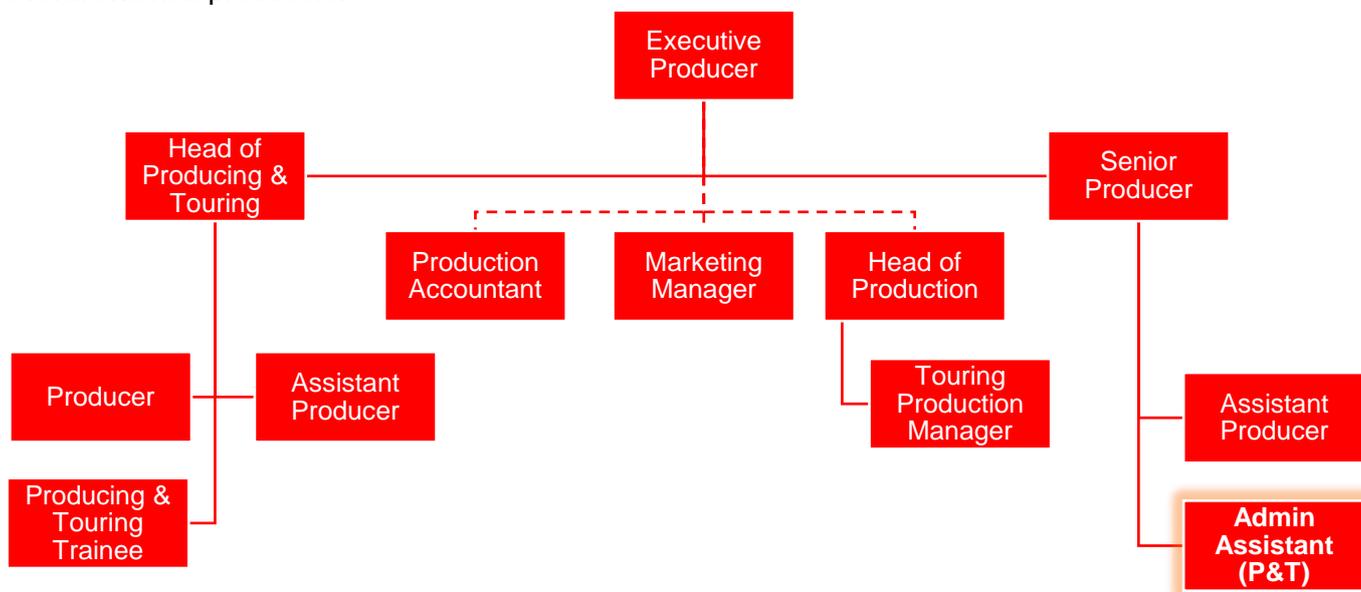
Festival in New York, the National Centre for Performing Arts in Beijing, Chekhov International Theatre Festival in Moscow and Santiago a mil Festival in Chile.

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/

The Department

The Producing & Touring Department is led by the Executive Producer. The department consists of a Head of Producing & Touring, a team of Producers and two Assistant Producers, and is supported by a Head of Production, Technical Production Manager, Marketing Manager, Production Accountant and Producing & Touring Trainee. The team works closely with colleagues across the organisation, and regularly with several external producers.



The Role

The principal responsibility is to support the P&T team with production and tour logistics such as auditions, travel, per diems, accommodation and rooming lists.

Your primary production will be *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 to Australia and in 2022 will continue touring to France, Canada, USA and Germany with future international locations to be announced. The Admin Assistant (P&T) will be line managed by the Senior Producer.

We are looking for the Admin Assistant (P&T) to start in mid-September 2022 on a 6-month fixed term contract.

What are my responsibilities?

Tour preparation & rehearsals

- Support the Assistant Producer with production and tour logistics such as auditions, travel, per diems, accommodation and rooming lists
- Assist with the management of rehearsals and tours of Sadler's Wells productions in the UK and overseas
- Coordinate bookings of studios and spaces for auditions, rehearsals, photo shoots and other events. This includes updating the organisation's space booking database and Artifax
- Assist with the process of obtaining visas, work permits/ A1 forms/certificates of sponsorship, immigrations and customs clearance for artists and company personnel ensuring relevant paperwork is provided to venues and the appropriate authorities in a timely manner
- Assist with preparation of tour packs and general gathering of information from venues and team members

General

- Assist with travel booking, file management and other admin support to the Assistant Producers, Producers and Technical Production Manager as necessary
- Provide general administrative support

- Undertake any other duties that may reasonably be required of the role as deemed appropriate
- Collect data to regularly update databases and maintain digital filing systems
- Ensure all financial and policy matters are completed in strict accordance with Sadler's Wells' policies and procedures
- Liaise with Producers on financial administration
- Attend opening nights, performances or other events as agreed with the Head of Producing & Touring
- 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
- 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 in administration and maintaining data systems, preferably within a touring theatre or dance company.
- Experience of preparing documents and information packs for company members
- Good communication skills
- Strong organisation skills, with the ability to stay on top of multiple projects.
- Ability to work well under pressure in a busy environment, paying close attention to detail and maintaining accuracy
- Practical problem-solving abilities
- Proficient user of Excel, Word, Outlook and Microsoft applications
- Ability to handle confidential information with discretion
- Proficient in basic maths
- Must currently hold the right to work in the UK

Additional, but not essential

- Knowledge of the UK and international arts scene, particularly in relation to dance
- Ability to coordinate complex logistical arrangements and experience of doing so for touring projects, particularly international touring
- Awareness of the application process for work permits and visa applications
- Knowledge of the French language



The Rite of Spring © Maarten Vanden Abeele

Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of £22,984 per annum, pro rata based on a 35-hour working week, plus an additional paid meal break each day. This will be a 6-month fixed term contract.
- You will get 25 days annual leave per annum, pro rata.
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our comprehensive Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

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 18 August 2022. Interviews will be held online on 24 August 2022.