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**March 2015**

**TOURING & ADMINISTRATIVE MANAGER RECRUITMENT PACK**

**Michael Clark Company is recruiting for a full-time Touring & Administrative Manager from the end of April 2015.**

**Michael Clark Company**

Michael Clark Company, led by Artistic Director Michael Clark, is a unique entity in dance. An artistic associate of the Barbican from 2005 and an Arts Council regularly funded organisation since 2008, under Clark’s direction the Company has consistently produced artistically ambitious, innovative and rigorous work.

‘There is nothing in dance quite like a work by Michael Clark. Each piece he makes is as unmistakable as a Jackson Pollock painting or a Warhol screen print...’ Sarah Crompton - Telegraph

The Company were successful in their application to the Arts Council National Portfolio for funding from 2015 – 2018.

**General Manager**

Responsible to: Producer. Working closely with the Communications Manager.

The Touring & AdministrativeManager will work closely with the Producer to ensure the effective management and smooth running of Michael Clark Company and all its UK and international tours and events. They will support the Artistic Director, the Producer and the Board of Trustee’s in all aspects of Michael Clark Company’s work with particular responsibility for touring management, contracts, administration and HR.

Essential Duties and Responsibilities:

* To manage productions and tours on a day-to-day basis.
* Budget management where appropriate and where delegated to by the Producer.
* To support the Board of Trustee’s and administer quarterly meetings.
* To participate in and support the core fundraising activities of the Company.
* To have responsibility for HR management and associated policies.
* To be responsible for the administrative management of MCC.

## Productions, Tours and Events:

* Manage contract negotiations, after terms have been agreed by the Producer, and issue all contracts with venues, dancers, stage management and technicians.
* To be responsible for touring budgets as arranged with Producer.
* Support and manage the artists, performers and teams of stage management and technical personnel engaged for each production, dealing with any contractual and personnel management issues as they arise, in consultation with any appropriate parties.
* To make travel arrangements in partnership with venues / festivals.
* With venues and co-producers, implement MCC’s Audience Development strategy with the Producer and Communications Manager.
* Working with the dancers and Company Stage Manager, oversee MCC’s Talent Development programme.
* Manage the rehearsal schedules in terms of booking studios and Company Class.
* Have responsibility for ensuring music licensing is up to date and reporting on royalties to record companies.

## Administrative Management:

* To be the main contact for MCC in all administrative areas of the organisation.
* To maintain global schedules for MCC activities.
* To maintain adequate policies, including Health & Safety, Equal Opportunities, Environmental Action Plan and the Disciplinary & Grievance Policy to meet MCC’s obligations as an employer and an Arts Council funded organisation.
* To make arrangements for all Board meetings and sub-committee meetings
* To prepare Board papers in conjunction with the Producer and the Chair for all Board meetings
* To attend and minute all Board meetings

## Human Resources:

* To issue all contracts with dancers, stage management and technicians.
* To ensure the company is compliant with employment legislation and ensure best practice.
* To ensure the company acts in accordance with ITC/Equity and other relevant staffing agreements e.g. Diversity Action Plan and Safeguarding policies.
* To monitor and abide by the company Equal Opportunities Policy in recruitment, working agreements and conditions.

## Other:

* To participate in and support the core fundraising activities of the Company.
* Deputise for the Producer when required
* Attend performances and other evening / weekend events as required. The Company operate a TOIL (time off in lieu) policy

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post.

The post holder must:

* At all times be committed to Michael Clark Company’s Equality and Diversity Policy
* Adhere to all HR policies and procedures, including those relating to Health and Safety in the workplace
* Maintain and communicate a positive image of the Company.

**Person Specification**

**Essential**

* Excellent interpersonal and communication skills
* Very strong administrative skills, with an organised and forward-thinking approach and attention to detail
* Experience of UK and/or International Touring
* Experience of budget management with strong numeracy skills
* A proven team player, with ability to work under own initiative
* Excellent computer skills - good knowledge of MS Word and Excel
* A flexible attitude with the ability to adapt to fast changing priorities and working environment
* Willingness to work some occasional unsocial hours
* Interest in the work of Michael Clark Company
* **Desirable**
* Experience of negotiating and writing contracts
* A demonstrable experience of fundraising
* **Conditions of Employment**
* This post is offered full-time.
* The salary is offered at circa £26,000 per annum.
* As an employee of Michael Clark Company, tax and national insurance will be deducted from your salary at source.
* Our office is based at the Barbican, London EC2Y 8DS.
* Normal working hours are Monday - Friday / 10.00am – 6.00pm
* 25 days holiday per annum excluding public holidays
* A probationary period of 3 months.
* In addition you may be required to travel to other locations where the company is working.
* This post will involve working unsocial hours and travel outside London at times. Overtime is not payable, but time off in lieu (TOIL) will be given.