

Leicester Dance Theatre/Aakash Odedra Company

**AAKASH
ODEDRA
COMPANY**

SHIAMAK
Have feet. Will dance.®

The Academy
DeSi
m a s t i

Dear Applicant,

Thank you for your interest in the role of Company Administrator (full time, permanent).

“A lotus emerges only from mud, arguably the most beautiful flower in the world.” Aakash Odedra

At Aakash Odedra Company we know the future is what we make it. We are believers and dreamers. Excellent art, and in particular dance, is at the centre of everything we do and we know its transformational power in people's lives.

Art is everybody's fundamental right. Having been awarded Arts Council England's National Portfolio status in 2018, we are poised to deliver an ambitious and exciting plan over the next 4 years. We are building a team and invite great people to join us on this journey. Our heart is in Leicester, but our footsteps are global. Our home is in Britain's most culturally diverse city.

You will be excited by great art. You will understand that great art is delivered by teams of people who have a good heart, a clean mind and like getting their hands dirty. If you like the sound of what could come, we positively invite you to apply for the role. We look forward to hearing from you.

If this sounds like you, read on, and if you need anything more, get in touch with Aoife Daniels, General Manager for an informal conversation at aoife@akashodetra.com

The following are included in this pack.

- Information about Aakash Odedra Company, Shiamak and Desi Masti Studio
- The brief / job description
- Equal Opportunities monitoring form

Further details can be found on our website www.aakashodetra.co.uk

To apply, send your CV, with relevant experience outlined, together with a covering letter maximum two pages (both in Word format) specifying how you meet the person specification and why you would like to work with us. Please ensure only your contact details are on the front page as this will be removed. Please email your letter and CV with the Equal Opportunities monitoring form to the General Manager, Aoife Daniels aoife@akashodetra.com with the subject heading LDT/AOC Company Administrator application.

The closing date for applications is Wednesday 27 March at 5pm.

Interviews will take place on Thursday 4 April.

LDT is an equal opportunities employer and welcomes applications from people from all backgrounds



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

“Dance is a window into our souls. When we really dance, we feel free. If we help others to dance, we help them to be free. This is what we do.” Aakash Odedra

It is a great time to join us! Leicester Dance Theatre/Aakash Odedra Company became an Arts Council England National Portfolio Organisation in 2018 at Band Two, and we have partners in place for new international creations in 2019 and 2021. Combined with the expansion of Shiamak, our franchise company teaching Bollywood dance, LDT/AOC is embarking on a vibrant period of change and expansion.

About Leicester Dance Theatre

Leicester Dance Theatre Limited (LDT) is a not for profit organisation encompassing the existing work of Aakash Odedra Limited with a mission to drive forward dance in Leicester, the UK and internationally. LDT licenses three brands: Aakash Odedra Company; Shiamak and Desi Masti the Academy. The brands and names Aakash Odedra Company, Shiamak/Shiamak Midlands and Desi Masti are used for their respective audiences. Day to day, Aakash Odedra Company is the overall brand identity for the organisation.

Aakash Odedra Company

Aakash formed Aakash Odedra Company (AOC) an international touring dance company based in Leicester, UK in 2011 as a vehicle for commissioning solos and to develop his own choreographic work. His debut full length solo programme *Rising* featured new short works created on him by Akram Khan, Sidi Larbi Cherkaoui and Russell Maliphant. Choreographic commissions include a piece for James Brown: *Get on the Good Foot* (Apollo Theater, New York) and the opera *God's Little Soldier* (Theater Freiburg). Aakash is an Associate Artist of Curve Theatre (Leicester). In 2017 Aakash was Movement Director for the play *Pink Sari Revolution* for Curve Theatre and choreographer for a new opera, *Sukanya* by Ravi Shankar for The Royal Opera (London). 2018 saw the debut of his first company ensemble work, *#JeSuis*, which premiered at NYU Abu Dhabi with the European premiere at The Patrick Centre, Birmingham. Aakash has won numerous dance awards across the world including Bessie (New York), Dora Award (Toronto) and Danza e Danza (Italy).

Shiamak Midlands

Aakash's alma mater is *Shiamak*, the global leader in Bollywood Dance. With some 80,000 students across 4 continents and a teaching staff of 200, Shiamak Midlands is our franchise company teaching dance to some 300+ people per week across the Midlands, providing access to popular Indian dance forms and contemporary dance for people of all ages and abilities. Working with Shiamak plugs AOC into a global network of opportunities.

Desi Masti

Desi Masti is our 3000-square foot studio facility on Belgrave Road, Leicester. We have two studios comprising a hub for our classes programme and for professionals and the community to train, create and rehearse. Desi Masti is thought to be the only dedicated multi-studio rehearsal space led by a South Asian organisation outside London.

Our Vision

“Dance is a language without words. We spread this language with love, to improve everybody's quality of life and bring greater harmony between individuals & within communities.” Aakash Odedra

Our story is of a deep-rooted local community organisation, which faces and embraces the world. As a Kathakaar, story-telling is at the heart of Aakash's artistic practice. Rare for practicing two classical dance styles: Bharatanatyam and Kathak, he uses these ancient languages to tell stories through an extended movement vocabulary. A 3rd generation British South Asian, a millennial and arguably the biggest British South Asian dance star of his generation, Aakash views these styles as adaptable, constantly evolving forms. His mission is to take them to a new place of relevance for a new bi-lingual audience: the generation that's grown up in Britain.

LDT's purpose is to execute high quality artistic programmes which engage, educate & empower the widest possible audience. We work with partners in order to fulfil our vision. At home, Aakash is an Associate Artist at Curve Theatre, Leicester who supports Aakash's choreographic projects through commissioning and residencies. We continue

working with Curve on supporting the Creative Case for Diversity. We work with Leicester City Council, De Montfort University, Leicester Mela and BBC Radio Leicester to contribute to Leicester's Diwali Celebrations, the biggest outside of India. In Aakash's home town of Birmingham, we have continuing relationships with DanceXchange and Birmingham Hippodrome, with plans to increase our footprint in the city. Our work with Sadler's Wells continues through an Arts Council England Elevate award focused on the development of Aakash's choreographic practice and raising questions around diversity in dance.

We are not only interested in diverse artistic practice, but also how 'diversity' manifests itself amongst our staff and audiences. We take seriously our responsibility as an organisation nestled in a BAME income deprived ward.

Our position as a leading arts organisation in the Midlands is to ensure that dance which is less represented than our own, and communities less visible than our own are engaged in the creative discourse of this country. Diversity is integral to all our work.

Finance

LDT became a band 2 National Portfolio Organisation in April 2018 receiving £365k annually. Aakash Odedra Company has received support from Arts Council England through Grants for the Arts since 2012 for research, creation and UK distribution. An Elevate award 2016-19 is enabling us to develop our infrastructure. Our turnover in 17/18 was £606,703. We have ambitious plans to grow income from the Desi Masti Studio and Shiamak.

LDT/AOC is currently applying for charitable status.

Leadership and structure

LDT/AOC is a company limited by guarantee, governed by a board of directors and chaired by Anu Giri, Head of Business and Operations, British Film Institute.

Leicester Dance Theatre / Aakash Odedra Company

Position: Company Administrator – Full time, Permanent

Reports to: General Manager and Producer

Direct reports: Studio cleaner

Salary: £20,000 - £25,000

This role entails some evening and weekend work and occasional touring.

Purpose of the post

The Company Administrator is a key role in the office providing high quality and efficient administrative support for Leicester Dance Theatre (LDT)/Aakash Odedra Company (AOC) across the complete range of activities delivered throughout the year. The Company Administrator is responsible for the day to day planning, logistics, scheduling and delivery of Aakash Odedra Company's national and international touring programme. Working closely with General Manager and Producer you will be the first point of contact for all phone and email enquiries and will support the effective delivery of LDT/AOC's work to the highest possible standard with both creativity and initiative.

Key Responsibilities:

Administration

- Provide the General Manager with office administration support as required including though not exclusive to:
 - Act as first point of contact for guests and external enquiries.
 - Maintain office diaries and schedules; inventories; HR files (TOIL, sickness and holiday absences); company databases; filing systems; office stationary supplies; office refreshments; and IT systems.
 - Assist the General Manager in the management of office space and aid in the compliance of the company's health and safety policy.
 - Assist the General Manager in staff recruitment processes
 - Take accurate notes/action points for distribution and action during team and board meetings.
 - Draft correspondence, letters, reports, other documents and produce mail merges as required.
 - Assist at public events organised by AOC/LDT as required
 - Deal with studio hire bookings as required ensuring that the bookings diary is kept up-to-date.
 - Liaise with the office/studio cleaner, ensuring high standards of cleanliness.
 - In conjunction with the General Manager, ensure compliance with the Data Protection Act, copyright legislation and General Data Protection Regulations.
 - Aid the General Manager and Marketing Manager in setting up systems and processes required to fulfil our funding reporting requirements, including those relating to the collection of audience and participant data.

Touring coordination:

- First point of call for all enquiries regarding the company's touring programme and the main contact for venue enquiries/liaison.
- Plan, schedule and lead on the logistics of the company's touring programme – including all travel and accommodation, compiling call sheets, distribution of schedules/timetables and all related touring administration.
- Liaise with the Producer, Artistic Director and Production Manager to ensure up to date information regarding touring logistics is distributed.
- Liaise with the Artistic Director including any relevant information on company members, rehearsal issues, schedules, injuries etc.
- In conjunction with the Technical Director or Production Manager to respond to technical queries from venues ahead of touring.
- To manage the administration of all visa requirements.
- To manage the administration of tax waivers.
- To undertake company availability checks and maintain and distribute company diary.

- To manage all requests for physio- therapy, including appointments and payments.
- To assist with any insurance reporting, ensuring claim forms are correctly completed
- To complete a touring venue report for all performances within two days if requested.
- To arrange ticket requests with venues and manage VIP's, including meeting and greeting.
- To Log all VIP meetings and details for the General Manager and Producer.

Finance

- Aid the General Manager in the posting of customer and supplier invoices onto our company accounting software and maintaining financial records
- Administration relating to the processing of staff expense claims.
- Manage petty cash and per diem requirements for the company whilst on tour ensuring that accurate financial records are kept.
- Maintain accurate financial records of all purchases made by the company whilst on tour to assist in the reconciliation of debit and credit card transactions.

Shiamak

- To provide administration support to the education team for Shiamak activities as and when required particularly during enrolment, including production of receipts and issuing information packs.
- Maintain the Shiamak database.
- Manage invite lists and ticket requests for Shiamak performances.
- Assist the education team with performance licencing administration.
- To occasionally assist with Shiamak enrolment.

Equality and Diversity

- Carry out all duties with an understanding of and commitment to equal opportunities.

Health and Safety

- Act as a deputy Health and Safety Officer for the company as required in the absence of the General Manager (training to be provided if required).
- Work in accordance with the requirements of LDT/AOC's Health and Safety Policy.
- To act as Fire Marshall for the building at designated times. This duty is shared with all other team members.
- To support in partnership with the General Manager and Touring Manager all health and safety issues whilst on tour ensuring that an accurate accident book is maintained.

In addition, undertake any other duty or responsibility which may reasonably be requested by the General Manager, Producer, Artistic Director or Board of Trustees.

An enhanced DBS check would be helpful. LDT/AOC will pay for the post holder to undergo a DBS check if necessary.

Leicester Dance Theatre / Aakash Odedra Company

Company Administrator - Person specification

GENERAL	Essential	Desirable
Literate in dance, and other performing arts		✓
Willingness to work some evenings and weekends as required by the organisation	✓	
EXPERIENCE		
Demonstrable book-keeping experience	✓	
Experience of working in an administrative role in a small team	✓	
Experience of UK and international touring in dance or other performing arts		✓
Experience of organising logistics, including booking accommodation and travel	✓	
Experience of visa application and processing		✓
Experience of working in admin and finance for a charity and/or the arts		✓
Experience of minute taking	✓	
KNOWLEDGE		
Knowledge of Health & Safety issues		✓
Basic knowledge of touring shows		✓
A willingness to learn about and understand the company.	✓	
Knowledge of online banking		✓
Knowledge of and a commitment to the principles of equality of opportunity.	✓	
SKILLS		
Excellent time management skills with the ability to manage multiple priorities.	✓	
Very organised and practical approach with a meticulous attention to detail	✓	
Ability to work quickly and accurately and complete work to deadline.	✓	
Excellent analytical skills and financial awareness	✓	
Ability to work effectively as a member of a small team	✓	
COMMUNICATION		
Excellent written and verbal communication skills	✓	
Ability to communicate with a wide range of people	✓	
Ability to explain financial matters to non- financial colleagues		✓
One other European or Asian language		✓
IT and KEYBOARD SKILLS		
Minimum intermediate level Excel, Word and email packages	✓	
Accurate keyboard and data entry skills	✓	
Ability to produce well written letters, reports and to contribute to funding applications.	✓	
Ability to update websites		✓

PERSONAL		
Trustworthy, reliable and able to keep matter confidential	✓	
Ability to contribute effectively to a small team	✓	
Self-starter and problem solver	✓	
Calm and professional	✓	
Excellent time management skills with a proven ability to manage multiple projects simultaneously	✓	

Equality and Diversity Monitoring Form

Leicester Dance Theatre/Aakash Odedra Company is committed to a policy of equality of opportunity in its employment and personnel practices and a strong belief in equality of opportunity is at the heart of everything that we do. We understand that diversity enables opportunity for artistic innovation, for collaboration, for risk-taking and for finding new forms of expression.

To check whether our employment procedure is appropriate and fair, we would appreciate knowing certain information about the people who are applying to work with us. Therefore, we would be grateful if you would complete this form.

All the information you provide here will be kept confidential, used only for monitoring purposes and stored separately from your application.

Position: Company Administrator

Gender identity

- Female (including male to female trans women)
- Male (including female to male trans men)
- Non-Binary (for example, androgyne)
- Prefer not to say

Age

- 0-19
- 20-34
- 35-49
- 50-64
- 65+

Do you consider yourself to have a disability?

- No
- Yes, how would you describe your disability?
 - Visual impairment
 - Mental health condition
 - Hearing impairment/Deaf
 - Invisible disabilities
 - Physical disabilities
 - Other long term/chronic conditions
 - Cognitive or learning disabilities

Ethnicity

Asian / Asian British

- Indian
- Bangladeshi
- Pakistani
- Chinese

Any other Asian background

Black / Black British

African

Caribbean

Any other Black background

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed/Multiple ethnic background

White

British

Irish

Gypsy/Irish Traveller

Any other White background

Other

Arab

Any other ethnic group

Not known / Prefer not to say