

ADMINISTRATOR, LUCA SILVESTRINI'S PROTEIN

Background

Formed in 1997 and currently one of the most distinctive voices in British dance theatre, **Luca Silvestrini's Protein** uses a blend of original choreography, humour and music to entertain and provoke audiences. The company's idiosyncratic dance theatre is provoked by the everyday and its repertoire includes *B for Body*, a Place Prize Finalist in 2006, the award-winning *LOL (lots of love)*, *May Contain Food* and *Border Tales* which have toured extensively since their debut, winning acclaim from critics and audiences alike. Protein's off-stage work is much in demand and *(In)visible Dancing* was recently presented in Hull as part of the UK city of Culture celebrations and in Stockton-on-Tees last August for SIRF 2018. Protein's new show, ***The Little Prince***, is currently in production. It will premiere in Ipswich (Dec 2018), and tour in 2019 before its London Premiere for Christmas 2019.

Alongside its performance activity, Protein has established a strong reputation for creating opportunities for people from all walks of life to engage with dance. Its outreach programme **Real Life Real Dance (RLRD)** includes residencies with disadvantaged young people, building their confidence, trust and self-esteem as they work with Protein dancers to create their own shows, RLRD also includes interactive performances for elders in care-homes and community centres.

An Arts Council NPO funded organisation since 2012, Protein is poised to strengthen its strategic ambitions by consolidating its artistic team, developing the range of its touring from rural tours to international and from extensive national touring to long runs in Edinburgh, and by playing an active role in the new Woolwich Creative District at the former Royal Arsenal. From this new home Protein will continue to engage with a wide range of communities and champion dance theatre presentation that provides a different view of and connection to the world.

Protein is an Associate Company with People Dancing, and Partner with Greenwich Dance, Yorkshire Dance and ARC Stockton. Luca Silvestrini is a Work Place Artist at The Place, London.

Artistic Director Luca Silvestrini's desire to connect theatrical experience with real life stories results in witty shows, both on- and off-stage, that reflect the absurdity in everyday situations and experiences. Born in Jesi, Italy, Silvestrini trained at Bologna University and Laban, and has worked on a number of large-scale cross-generational and participatory events, including the world record-breaking Big Dance Class, East London (which won a Visit London Gold Award) and Big World Dance 2010. He has won a Jerwood Choreography Award, a Bonnie Bird New Choreography Award and The Place Prize 2006 Audience Award and was one of the first recipients of a Rayne Fellowship for Choreographers (2006). Protein was awarded the Critic's Circle National Dance Award for Best Independent Dance Company 2011 and was nominated again in 2016.

Purpose of the post

The primary purpose of the post is to work closely with the Executive Director in developing and maintaining efficient administrative systems that facilitate the delivery of Protein's work. The Administrator also supports the whole team, interacts with all Protein stakeholders as the first point of contact for the company and ensures that all information is accurately and promptly updated and circulated internally and externally, including on Protein's digital platforms.

Employer

Protein Dance Ltd.

Responsible to

Executive Director

Office Location

University of Greenwich, Bathway, London SE18 6QX

Contract

Full time

Salary

£21,000 to £23,000 per annum depending on experience

Pension benefits

Main Duties & Responsibilities

Office Administration

- Acting as a point of external contact in the office, via telephone and email
- Support the day-to-day administration of the company including answering enquiries, data management, and general office administration
- Manage company information systematically, ensuring legal compliance, providing adequate and safe filing and archiving of documents both physical and electronic
- Support the drafting and reviewing of all company policies to maintain legal compliance
- Contribute to the recruitment and management of work placements

Financial Administration

- Day to day financial administration, including sales invoices, purchase invoices, sales receipts and purchase payments, debtors and creditors, performance settlements with venues, and entries to the accounting software (Quickbooks)
- Provide bookkeeping, credit control, pension administration, and process VAT, Payroll and PAYE returns
- Management bank statements, credit card receipts and all reconciliations
- Liaise with all Freelance contractors to collect contracts and invoices for processing
- Any other tasks required to assist the Executive Director

Programme Administration

- Draft and issue contracts for all performers and creatives
- Booking travel, transfers and accommodation for Protein's team
- Arrange all necessary permits and visas for international tours
- Calculate and pay artists per diems
- Arrange for audience data/box office data to be sent by venues after performances
- Co-ordinate all programme evaluations and compile all data to produce report for funders
- Any other tasks required to assist the Creative Producer

Communications:

- Manage the company's marketing and PR working with the Directors and Creative

- Producer to meet agreed timeline and financial targets
- Liaise with Protein's PR agents
- Create and deliver communications campaign, including management of designers and printers for the creation and printing of print material, and organise distribution
- Manage all advertising and reciprocal activity with third parties
- With Protein's Creative Producer and Executive Director contribute to Protein's digital strategy ensuring that all activity undertaken is up to date with the online industry
- Create, manage and update Protein's digital content and output, ensuring that all activity published is up to date and complies with the company's current digital strategy and best reflects the company's artistic programme, raising Protein's online profile. This includes but is not restricted to content published on the company's website, Facebook, Twitter, Instagram and YouTube

Person Specification

Essential

- Experience and understanding of the dance sector in the UK
- Substantial administrative experience in the arts/voluntary sector
- Proven knowledge of charity finances and bookkeeping
- Experience of using accountancy (preferably Quick Books) software and of salary/pension administration
- Strong written and oral communication skills with an ability to communicate effectively with a wide range of people
- Demonstrable experience of arts marketing
- Experience of website content management and social media
- Experience of researching and booking travel and accommodation within budget
- Pro-active attitude with an ability to use your own initiative
- Ability to manage multiple priorities and work to deadlines
- Excellent attention to details, organisational and administrative skills

Desirable

- Experience of supporting professional touring productions

To Apply

Please send a **covering letter** detailing how you best meet the person specification, particularly the essential requirements, your **CV** including **two referees'** names and contact details, and the **equal opportunity monitoring form** to Franck Bordese, Executive Director.

Address: Protein, University of Greenwich, Bathway, London SE18 6QX
 Email: Franck@proteindance.co.uk
 Tel: 020 8331 9665

Closing date for applications: Friday 28 September 2018 – 10am
 Interviews: Thursday 11 October 2018

Please contact Franck Bordese if you have any queries about the position or about the application and interview process.