

Akademi

Interim Administrative Director

London NW3

Part-time (~3 days per week) / freelance contract

Fee/Salary: subject to experience

April – December 2019 contract

Akademi is seeking an experienced arts professional to join the team as Interim Administrative Director. The role will be responsible the smooth and efficient running of a viable and stable organisation and for the management of our human and financial resources.

You will have demonstrable management experience preferably obtained in the arts or charity sectors and proven skills in financial management and HR. Practical knowledge of Health and Safety, company law and equal opportunities is vital and you must evidence a successful track record of managing people and resources. Excellent written and communication skills are also expected. An interest in dance is highly desirable.

Akademi is the UK's leading producer of South Asian dance, capturing imaginations through inspiring storytelling and unique spectacle. Creating vital talent pathways for the next generation of dance artists, Akademi also takes dance to the heart of the community, offering life-affirming experiences for those who are disadvantaged, disengaged or isolated.

To apply please send your CV and a covering letter explaining how you meet the requirements for the role and your daily rate/salary to Sarah Robson, Trustee:
sarah@sarahrobson.co.uk

Further information about Akademi can be found on our website: www.akademi.co.uk