



## **Lost Dog is seeking a Tour Manager for 2016**

### **Tour Manager – Lost Dog**

Lost Dog is seeking an enthusiastic, committed and highly motivated individual to work with them in 2016 as Tour Manager over a period of 10 months. Supported by the Producer, the Tour Manager will be responsible for managing an extensive UK tour of *Paradise Lost (lies unopened beside me)* including a Rural Tour as part of the Rural Touring Dance Initiative.

This role requires flexibility, integrity, creativity, and most importantly a strong belief in Lost Dog's work. The Tour Manager will work closely with the Producer and the Production Manager to ensure a hugely successful tour, offering a high quality and efficient level of support the Artistic Director/Performer, and to represent and advocate for the Company at all tour venues.

We particularly welcome applications from young and upcoming producers / tour managers / stage managers who have a keen-ness and eagerness to develop skills in touring with a UK theatre company.



Tour Manager – Lost Dog  
Job Description

- Job Title: Tour Manager
- Contract: Freelance, fixed term
- Terms: A fee of £440 (four hundred and forty pounds sterling) per week during the contract which will run from mid-March to mid-December 2016 with approximately 14 weeks of work during this period, predominantly in May and September-December with preparation and handover time in March & April.  
The Tour Manager must be eligible to reside and work in the UK.
- Location: Lost Dog are based in the South East with studios near Lewes. There are times when the Tour Manager may decide to work from home, in East Sussex or another location depending on the company's schedule.
- Hours of work: Includes evening and weekend work and UK / International travel
- Responsible to the: Producer
- Application Deadline: Wednesday 6 January 2016, 5pm
- Interviews: Week commencing 18 January 2016, in London.
- To Apply: Please email the following to [info@lostdogdance.co.uk](mailto:info@lostdogdance.co.uk)
- a completed Applicant Details form
  - your CV
  - a Supporting Statement (max. 3 pages) telling us why you wish to apply for the role, what you feel you can bring to Lost Dog, your longer term ambitions and further details of your training, experience and other skills in support of your application.

For an informal discussion about the role please contact Emily Gorrod-Smith on 07840 028013.

If you do not hear from us by Wednesday 13 January you should assume that your application has not been successful.

Company Links: [www.lostdogdance.co.uk](http://www.lostdogdance.co.uk)  
[facebook.com/lostdogdance](https://www.facebook.com/lostdogdance)  
[twitter.com/lostdogdance](https://twitter.com/lostdogdance)  
[youtube.com/lostdogdance](https://www.youtube.com/lostdogdance)



## Company Background

Lost Dog was formed in 2004 by Ben Duke and Raquel Meseguer with the aim of creating work that is both theatre and dance. The company work with text, live music and movement and blend these elements to create work in which dance is framed by stories and characters. "We began with an idea and we continue to wrestle with it, to say what needs to be said and dance the rest."

Lost Dog's newest work, *Paradise Lost (lies unopened beside me)* based on Milton's epic poem, premiered at Battersea Arts Centre in May 2015 as part of A Nation's Theatre and went on to be presented at Edinburgh Fringe Festival 2015 where it received high critical acclaim and was shortlisted for a Total Theatre Award in the Innovation, Experimentation & Playing with Form category. The company's previous work *Like Rabbits*, made in collaboration with award winning writer Lucy Kirkwood and inspired by Virginia Woolf's short story Lappin & Lapinova premiered at Brighton Festival 2014 and was originally presented as a work in progress at the Almeida Festival 2013. In 2011 Lost Dog won The Place Prize for Dance sponsored by Bloomberg with their duet, *It Needs Horses*.

The company's first work, *Pave up Paradise*, won first prize at the Burgos International Choreography competition, second prize at the prestigious Hanover choreography competition, and was bought and toured by Phoenix Dance Theatre as part of its Stories in Red 25th anniversary mixed bill. Their second piece, *The Drowner*, was nominated for a Total Theatre award and won critical acclaim at the Edinburgh Fringe Festival 2005, and in the same year the company received a Bonnie Bird UK New Choreographers' Award.. Lost Dog has also created *Hungry Ghosts*, which toured nationally and internationally in 2007-2008; *The Rain Parade* which was commissioned by Dance Digital and toured in 2009; *Salvage*, created at the Corn Exchange Newbury and performed at British Dance Edition and Brighton Festival 2010; and *Home for Broken Turns*, which completed a UK and international tour in 2012-2014 alongside *It Needs Horses*.

Ben Duke, Artistic Director of Lost Dog, has also been commissioned to create work for Scottish Dance Theatre (*The Life and Times of Girl A*), Dance Umbrella (*The Difference Engine*) supported by Dance East and the Junction and numerous post-graduate performing companies including Verve and Intoto. He has choreographed for projects by The National Theatre of Scotland (*Dolls*), the Gate Theatre, London (*Sexual Neuroses of our Parents*) and Handspring UK (*CROW*). Ben is a Work Place Artist at The Place, was an Associate Artist at South East Dance 2012-2014 and was recipient of the Bonnie Bird New Choreography Award 2011.

### Aim

To manage Lost Dog's 2016 tour of *Paradise Lost (lies unopened beside me)*, including supporting the Producer with the tour preparation and being on the road to support the Artistic Director and Production Manager during the tour, and to represent the company at all performances.

### Role and Responsibilities

The Tour Manager will be responsible for the following:

- Embracing Lost Dog's mission, ambition and commitment to making and presenting excellent work
- Managing tour logistics including liaising with tour venues, organising travel and accommodation
- Producing company tour schedules and managing the schedule day to day whilst on tour
- Ensuring that the company adheres to performance contracts whilst on the road
- Tour budget management including managing petty cash, per diems and purchases/hires whilst on tour in liaison with the Production Manager
- Supporting the Production Manager and/or Tour Technician whilst on tour including assisting with get ins and taking on some stage management responsibilities as required
- Assisting the Producer and freelance consultants with marketing and press activity including managing the company's social media whilst on tour
- Confidently representing and advocating for the company at performances and events, being the main point of contact for each venue whilst on tour
- Managing company comp and guest tickets
- To be responsible for the organisation of and maintenance of costume and consumables
- To ensure all digital and print documentation is collected whilst on tour
- To carry out any other duties as reasonably required by the Company in relation to their tour

## Personal Qualities, Skills and Experience

### Essential

- An enthusiasm for the work of Ben Duke and Lost Dog
- An understanding of the UK theatre landscape
- Experience of working directly with and supporting artists
- Excellent interpersonal skills and the ability to deal sensitively and diplomatically with a variety of people
- Reliable and committed with excellent attention to detail
- Efficient and organized with the ability to multi-task
- Flexible and adaptable to the demands of the role
- An energetic and “can do” approach to work
- Able to build strong working relationships with the company and its collaborators and partners
- Strong IT skills
- An excellent level of both written and spoken English
- Experience of working within an arts administration environment to include researching and booking travel & accommodation
- Experience of administrative work within a theatre or dance environment and/or dance touring company

### Desirable

- Demonstrable track-record of successful UK and/or international tour management
- Knowledge of UK and international contemporary dance
- Experience of website management, in particular using Wordpress
- Knowledge and experience of running company social media
- Experience managing budgets
- Experience touring a company including knowledge of relevant contractual and legal obligations
- Experience of co-ordinating marketing & press campaigns
- Knowledge of performance contracts
- Experience of stage management
- An interest in personal professional development opportunities with a view to building and support a long term career in the UK / International theatre scene



## Applicant Details Form

Position Applied for: \_\_\_\_\_

### PERSONAL DETAILS

Surname	
Forename	
Address	
Postcode	
Telephone	
Email	

### GENERAL INFORMATION:

Please give details of any pre-booked holidays over the next 12 months:
How many days have you been absent from work in the last 12 months due to illness?
Please give details of any criminal convictions you have had, excluding any considered 'spent' under The Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded).
Do you have any impending court appearances?      Yes / No
<b>Are you free to remain and take up employment in the UK?</b> Yes / No
We will require you to bring along your passport to an interview.
<b>How did you find out about this position?</b>



**REFERENCES:**

Please provide details of two persons from whom references may be sought with regard to your application. These references will not be sought until after a successful interview. One of these should be your most recent employer (if relevant):

Name:	Name:
Position:	Position:
Organisation:	Organisation:
Tel:	Tel:
Email:	Email:
In what capacity are you known to this referee?	In what capacity are you known to this referee?

***Disclaimer and Signature***

I hereby consent to Lost Dog holding and using data on this application form, for the purposes of administering and supervising my application for working with the Company. I agree that such data may be made available to those who reasonably need to know the same within the Company. I understand and agree that this data will be kept for up to one year following the recruitment process. In the event I am successful in my application the data will be used for the basis of my personnel record.

I confirm that the information I have provided is accurate to the best of my knowledge and that any purposeful misrepresentation may result in the termination of employment contract or withdrawal of an offer of employment.

Signature:

Date:



Equality and Diversity Monitoring

We aim to provide equal opportunities and fair treatment for all of those who work with us. Please complete the form and email to the address at the end. The information below is anonymous and will not be stored with any identifying information about you. All details are held in accordance with the Data Protection Act 1998.

**Ethnicity**

Please state what you consider your ethnic origin to be. Ethnicity is distinct from nationality and the categories below are based on the 2001 Census in alphabetical order.

<p>Asian</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Any other Asian background (please state):</p>	<p>Black</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> Any other Black background (please state):</p>	<p>Chinese or other ethnic group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other ethnic group (please state):</p>
<p>Mixed</p> <p><input type="checkbox"/> Black African and White</p> <p><input type="checkbox"/> Black Caribbean and White</p> <p><input type="checkbox"/> Any other mixed background (please state):</p>	<p>White</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Scottish</p> <p><input type="checkbox"/> Welsh</p> <p><input type="checkbox"/> Any other White background (please state):</p>	<p><input type="checkbox"/> Rather not say</p>

**Disability**

The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day to day activities. This definition includes conditions such as cancer, HIV, mental illness and learning disabilities.

<p>Do you consider yourself to have a disability according to the above definition?</p>		
<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Rather not say</p>