



Lost Dog is seeking a Tour Manager

Tour Manager – Lost Dog

Lost Dog is seeking an enthusiastic, committed and highly motivated individual to work with them in 2018 as Tour Manager on a project basis. Supported by the Producer, the Tour Manager will be responsible for managing an extensive UK tour of *Paradise Lost (lies unopened beside me)* and Lost Dog's new show *Juliet and Romeo- A guide to Long Life and Happy Marriage*.

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 to the Artistic Director/Performers, and to represent and advocate for the Company at all tour venues, including at smaller venues as part of the Rural Touring Dance Initiative. Some basic equipment lifting is an integral part of the role.

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. Applicants from all backgrounds and cultures are welcomed.



Tour Manager – Lost Dog
Job Description

- Job Title: Tour Manager
- Contract: Freelance, fixed term
- Terms: A fee of £475 (four hundred and seventy-five pounds sterling) per week during the touring weeks which will run from February to December 2018 with approximately 14 weeks of work during this period, predominantly in February & March 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: Thursday 30th November 2017
- Interviews: Initially by phone, with later meetings for short listed candidates
TBA
- To Apply: Please email the following to 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
Tessa Howell on 07811 944591.

If you do not hear from us by Wednesday 6th December you should assume that your application has not been successful.

Company Links: www.lostdogdance.co.uk
facebook.com/lostdogdance
twitter.com/lostdogdance
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 are currently working on a new creation, *Juliet & Romeo – A Guide to Long Life and Happy Marriage* will premiere in February 2018 to coincide with Valentine's Day. The work will be broadly based on Shakespeare's deeply pessimistic love story and will explore whether our culture's celebration of youth creates unrealistic expectations around love, sex and relationships. A duet performed by Ben Duke and Solène Weinachter, it will be a humorous and heartfelt investigation into love, loss and longevity

Lost Dog's most recent 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 Rambert (*GOAT*), Barely Methodical Troupe (*KIN*), 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. In 2016 Ben won the National Dance Critics Award for Outstanding Male Performance for *Paradise Lost (lies unopened beside me)*.

Aim

To manage Lost Dog's 2018 tours of *Paradise Lost (lies unopened beside me)* and *Juliet and Romeo- A guide to Long Life and Happy Marriage*, including supporting the Producers with the tour preparation and being on the road to support the Artistic Director, Performers 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
- Assisting with get ins and taking on some stage management/technical responsibilities as required
- 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
- Assisting the Producers and freelance consultants with marketing and press activity including actively contributing to 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 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
- Experience of stage management
- 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
- Basic technical knowledge of simple touring equipment eg a small lighting desk/sound board
- Experience of administrative work within a theatre or dance environment and/or dance touring company
- Experience and enthusiasm in developing and maintaining social media networks

Desirable

- Demonstrable track-record of successful UK and/or international tour management
- Knowledge of UK and international contemporary dance
- 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
- An interest in personal professional development opportunities with a view to building and support a long term career in the UK / International theatre scene