

# LONDON CITY BALLET

## Job Description

**Role:** Tour Manager (Freelance)

**Place of Work:** LCB office base (Islington London N1) / On tour

**Line Manager:** Artistic Director

**Salary:** £750 per week (£39,000 p.a. pro rata)

**Start date:** Immediate

**Initial contract term:** May – December 2026 (with a 3-week lay-off period in August), then renewable into 2027

**Working week:** 5 days at base or 6 days (variable) on tour

### Touring 2026:

UK: London (Sadler's Wells), Salisbury, York, Bath, Cambridge

USA: New York, New Jersey

Europe: France, Hungary, Spain

## Main duties

### Administration

- Keep visa reporting up to date and lead on submission of visa applications for freelance creative workers and visas for touring.
- Manage the smooth running of office systems and procedures such as data inputting keeping the company calendar and googledrive up-to-date and data inputting, personnel information
- Support the Artistic Director with Finance and budgeting, keep budget updated according to income and expenditure
- Request, organise, file and pay invoices.
- Provide exacting information on fortnightly company payroll
- Be the main point of contact with the building operations team
- Keep Insurance policies up-to-date and a line of communication with brokers and accountants to supply exacting information for their completion of tax and VAT returns
- Attend and minute quarterly board meetings
- Create and keep updated all organisational policies and codes of conduct
- Arrange, manage and deal with payment for all space hire requirements

- Be the main contact for general enquiries
- Co-ordinate with the head of trainees on the LCB Trainee programme
- Contract and be the liaison between all freelancers and venue managers
- In collaboration with the Artistic Director organise LCB's touring
- Lead on the administration of auditions, events, classes and workshops
- Oversee the weekly rehearsal schedule and create the travel schedule on tour
- To keep the database of contacts, venues, collaborators and artists updated.
- Maintain Microsoft Office

## **Productions and Touring**

- Support in all areas of creations, productions and touring, including budgets, contracts, workplans and delivery
- Tour with the company
- Be the main point of contact between the venue team and the London City Ballet team when arriving at any venue or country
- Keep information on each venue containing contracts, assets, logos, brochure copy supplied, risk assessments, music royalty licenses and a record of repertoire performed by us at that particular venue
- In some cases create risk assessment and safeguarding documents where necessary (past documents in existence)
- Oversee the booking of travel, accommodation, visa arrangements for touring.
- With the Lighting Designer and Technical Manager, co-ordinate freight and hires from external companies used on tour
- Ensure per diem is calculated and paid
- Oversee the creation of tour packs for the company with all necessary information such as travel details, schedules, memos for the Artists and information for the technicians in advance of the performances.
- Keep a detailed contact list of all London City Ballet staff on tour.
- To assign dressing rooms at venues and clearly sign post them, as well as creating a physical company noticeboard at each venue.
- Liaise with the Front of house team at any venue and liaise on the organisation, handover and collection of programmes and merchandise before and after the performance. Deal with that team to organise all comp ticket allocation and ensure tickets are left for any guests.
- Maintain guest lists for performances and events.
- Setup a company office at each venue
- Deal with back of house and front of house aspects of the production and personnel matters.