



Who are we?

[Elisabeth Schilling & Company](#) create dances beyond dance. With an international team and across different collaborations, we develop transdisciplinary projects between movement, design, visual and plastic arts and music, making the disciplines dance among themselves and with each other. Our company recently received basic funding by the Ministry of Culture Luxembourg. Located in Luxembourg, Elisabeth's work has been touring, with almost 200 performances in 19 countries to date. Her work has been performed and / or commissioned by Grand Théâtre de la Ville de Luxembourg, Tate Modern London (BMW Tate Live), Kunstfest Weimar, The Place London, The Hunterian Glasgow and the Museum für angewandte Kunst Frankfurt, among others. From 2021 until 2023, Elisabeth will be Artist in Residence at [TRIFOLIION Echternach](#).

We have tasked ourselves with making contemporary dance happen in established dance spaces as well as in unusual places. Accordingly, our productions tour European capitals as well as more rural areas, black box theaters as well as museums, galleries, concert halls, historic buildings and public spaces. Dance is thus, almost in passing, rendered accessible to a new public. At the same time, an important part of our work consists in different formats of creative engagement and audience development. For each production, we develop a specific framing program for various audiences, ranging from specifically devised post-performance discussions with the audience to accompanying workshops, symposia and catalogues.

We are a young, ambitious and small company and we are looking forward to developing creative and determined projects and visions in the future.

Job Scope

- Producing, organizing, managing upcoming mid-scale projects of Elisabeth Schilling.
- Tour booking of existing and future work on an international scale

This includes writing funding applications, attending meetings with our partners, supporting the creative and logistic planning of interdisciplinary projects, supporting the strategic development of the company and of specific projects, attending team meetings, creating and communicating contracts, schedules and all planning in relation to the organization of events and shows in a timely and responsible manner, creating and monitoring Excel Budgets, actively seeking partners and support for the company's work.

Requirements:

- Excellent experience of supporting performing artists to deliver live work
- Excellent administration skills including budget management and financial procedures (Microsoft Office applications, scheduling systems, databases etc.)
- Gifted communicator, both in within the team as well as to partner institutions
- Elqouent written and verbal communication skills
- Efficient time management skills
- A certain flexibility in relation to the organic development of artistic projects
- A positive and skilled approach to problem solving
- The ability to work on several projects at once
- Ability to work independently and manage your own workload and as part of a team
- Ability to work to deadlines, occasionally under pressure and demonstrate an ability to prioritise in response to changing needs
- Fluency and accuracy in English (written and spoken)
- Active interest in the arts, specifically in the field of dance and the knowledge of the international dance scene
- An understanding of the barriers that people from different backgrounds may face in accessing opportunities, and experience in providing measures to overcome these
- Ability to multi-task and report back to team
- Ability to work effectively with remote team members
- Excellent attention to detail
- A positive, kind and respectful attitude to all artists, staff members and audiences
- The ability to speak several languages such as English and German or English and French is preferable.

Standards:

- To ensure the partner venues values of artistic excellence, creativity, Equalities, Diversity & Inclusivity are prevalent in your personal attitude and approach to all work and decision making
- To ensure that you represent our company to partners in a professional, kind, reliable, respectful and welcoming manner

Terms and conditions

Fee: negotiable based on experience

Contract: Freelance, average of 1-2 days a week from as soon as possible.

Place of Work: You will be working from home with occasional work trips to performances, fairs or meetings.

How to Apply

Please send an expression of interest and a CV via e-mail to Elisabeth Schilling: dance@elisabethschilling.com. We are also happy to accept other forms of introduction such as video or audio. Please send these in by **4th October 2021**. Elisabeth will reply to all enquiries.

We are committed to promoting diverse, equal and inclusive spaces and welcome applications from people of all sectors of the community.

We particularly encourage people from underrepresented communities to apply, including but not limited to disabled people, those who are D/deaf, Black/+ People of Colour, those from minority ethnic communities, those who are part of the LGBT+ community, and all those who feel their voices are not commonly represented.

We welcome flexible working.

We are very much looking forward to hearing from you!

www.elisabethschilling.com

Photo credit: Bohumil Kostohryz