

## **EXECUTIVE ASSISTANT**

We are seeking a professional Executive Assistant to provide support to the Executive Team (Artistic Director, Executive Director and General Manager) of Hofesh Shechter Company, with the priority to manage the office of the Artistic Director and support all aspects of his work. The ideal candidate will have substantial experience in a senior PA/EA role with excellent organizational and communication skills, and a keen interest in dance.

Salary c. £28k pro rata

4 days per week.

## **JOB DESCRIPTION**

### **Principal Duties**

- Providing secretarial, administrative and organisational support for all aspects of the Artistic Director's work
- Managing the office of the Artistic Director including dealing with enquiries and correspondence, organising and updating his diary, running errands and prioritising his workload
- Coordinating international and national travel arrangements for Artistic Director and Executive Director
- Providing the internal and external "face" of the Company's executive team, both in person, on the telephone and via various means of correspondence
- Servicing the Boards of Trustees and Governors, including preparing agendas and reports, organising refreshments for meetings, and servicing their ticketing requirements for performances (including liaising with the Development Team)
- Expenses and credit card expenditure administration for the Executive Team, liaising with the Finance Department as appropriate
- Liaison with any external organisations which the Artistic Director and or Executive Director may be involved with
- Coordinating monthly Planning Meetings for senior staff, taking minutes and distributing them
- Attending regular Schedule Meetings and contributing AD activities to shared schedule system
- Compiling relevant information and circulating to key stake holders

- Communicating information to staff internally on behalf of Artistic Director and occasionally Executive Team
- Any other duties as may be required by the Artistic Director and Executive Director
- To maximise income and minimise expenditure without loss of quality in all areas of responsibility
- At all times to carry out duties and responsibilities with regard to the company's Equal Opportunities and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of The company's premises

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.