

**HOFESH SHECHTER
COMPANY**

Somerset House
New Wing, Strand
London WC2R 1LA

Dear Applicant,

Thank you for your interest in the position of Maternity Cover Executive Assistant with Hofesh Shechter Company.

Since our foundation in 2008, Hofesh Shechter Company's exceptional work created by 'a magnificent, one of a kind choreographer' (The Guardian) has played in leading venues in the UK and worldwide, including the Royal Opera House, the Brighton Dome, the Sydney Opera House, Brooklyn Academy of Music, Teatro Municipal de Santiago and Theatre de la Ville, Paris.

This is an exciting time to join the company; we recently celebrated our tenth anniversary and continue to produce projects all over the world including our large scale tour of *Grand Finale* and further mid-large scale creative works planned from 2019, alongside our work with children and young people in schools, colleges and conservatoires.

The Maternity Cover Executive Assistant will play a vital part in allowing us to deliver this programme by supporting the Executive team in their roles, and will form a central part of a small, happy team.

To apply for this role please send a CV and covering letter (no more than 2 pages) outlining your suitability for the role making sure you respond to the job description and person specification to jobs@hofesh.co.uk to arrive no later than **12pm on Monday 18 March**.

Interviews will be held **on Thursday 28 March** in London.

Please include contact details for two referees, one of which should be a current or recent employer.

Please also complete our equal opportunities monitoring form which can be accessed here: <https://bit.ly/2EIMZeu>

We look forward to receiving your application.

Yours faithfully,



Colette Hansford
Administrative Director
Hofesh Shechter Company

JOB DESCRIPTION

The main purpose of this job is:

- To provide a highly effective and efficient PA and administration service to the Artistic Director and Executive Producer, and support the Administrative Director with diary management on occasion.
- To co-ordinate the correspondence of the Artistic Director, and ensure smooth and effective communication on their behalf, with both external and internal colleagues.
- To support the AD to do his best creative work, by taking responsibility for administrative elements of his work and occasionally home life.
- To form a central point of contact for colleagues, Board members and collaborators, making sure that schedules are up to date and communication is smooth.
- To assist the Artistic Director with the administration of projects external to the company.

Principal Duties

Diary and inbox management

- Managing the inbox of the Artistic Director, including prioritising and proactively responding to emails whilst ensuring confidentiality at all times.
- Proactively managing the diaries of the Artistic Director and Executive Producer, including arranging external and internal meetings and booking meeting spaces, restaurants and tickets to events and performances, and responding to invitations.
- Managing travel arrangements and itineraries for frequent travel within the UK and overseas.
- Ensuring the company's overall schedule is synchronised with the Artistic Director's diary and vice versa, and that the wider team is aware of and has access to the Executive team's schedules.
- Supporting the Administrative Director with occasional diary management.

Being the public face of the AD

- Managing enquiries and correspondence on behalf of the Artistic Director, running errands and helping him to prioritise his workload.
- Supporting the Artistic Director in his work external to the company, including administrating travel for him and his associates, and forming a first point of contact between the company and external organisations.

The top of the page features a dark red rectangular box on the left containing the company name and address. The background is a complex, abstract artwork of swirling, organic lines in shades of red, orange, and blue, resembling a biological or architectural structure. A smaller, similar artwork is visible in the top right corner.

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- Liaison with any external organisations which the Artistic Director and or Executive Producer may be involved with.
- Communicating information to staff internally on behalf of the Artistic Director.

Supporting the Board

- Support the Board of Trustees, including sending out papers, taking minutes, organising refreshments for meetings, and servicing their ticketing requirements for performances.

Administrating meetings

- Coordinating internal staff meetings and taking minutes when necessary.
- Occasionally providing briefings to the Executive team prior to meetings or events or supporting the preparation of presentations and reports.

Other duties

- Supporting the Administrative Director with administration and HR duties as required.
- Attend performances and events as necessary.
- Administrating out of pocket and credit card expenses for the Executive team, working within the company's expenses system.
- To undertake personal administration on behalf of the Artistic Director in relation to invoices, receipts, and tax returns through communication with the accountant and preparation of paperwork.
- 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.
- Any other duties as may be required by the Artistic Director and Executive Producer.

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.

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PERSON SPECIFICATION

Essential

1. Relevant experience in a personal assistant role.
2. Significant professional arts administration experience with knowledge of and a passion for theatre and/or dance.
3. Strong interpersonal and communication skills and the ability to deal confidently and positively with all levels of staff, both face to face and over the telephone.
4. A high standard of written English, and an ability to draft letters and minutes.
5. Excellent organisational and time-management skills, and the ability to prioritise.
6. Very strong IT skills to include advanced Outlook, iCal, Word, Excel and online scheduling tools, knowledge of diary management and the ability to produce fast, accurate work to a high level of presentation, and the ability to proof-read and correct own work.
7. The ability to remain calm and flexible and handle a varied and time-pressured workload.
8. The ability to develop quickly an understanding of the work of the Artistic Director and Executive Producer and to respect confidentiality and discretion.
9. The ability to work as part of a team.
10. A flexible and can-do attitude.

Desirable

1. Experience of project administration
2. Working knowledge of a second language.
3. Working knowledge of Quickbooks



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HOURS AND PLACE OF WORK

This is a Maternity Cover contract for 4.5 days per week for 6 months' starting 15 April 2019. The post-holder will be located at our production office in London. Our office hours are Monday - Friday 10am to 6pm, with an hour for lunch, but the post-holder may be required to work weekends, evenings and travel for special events due to the nature of the organisation. No TOIL or overtime is paid.

Salary and benefits

The salary for this role is £28,000 per annum pro rata (£25,200), payable monthly in arrears. The post-holder will be offered 20 days' holiday per calendar year pro rata, excluding public holidays.

Salary: £28,000 per annum pro rata
Contract: 4.5 days per week, Maternity Cover (6 months)
Reporting to: Administrative Director