



## **NORTHERN BALLET**

**JOB DESCRIPTION:** EXECUTIVE ASSISTANT

**DEPARTMENT:** ADMINISTRATION

**RESPONSIBLE TO:** CHIEF EXECUTIVE and ARTISTIC DIRECTOR

**RESPONSIBLE FOR:** NONE

Northern Ballet is a powerhouse for inventive dance, creating and touring narrative dance at various scales nationally and internationally. Bold and confident in our approach, we engage, involve and move our audiences. We reach a diverse range of people through passionate storytelling, a mastery of classical dance technique and an absolute commitment to our leading role as an international ambassador for world-class dance.

### **MAIN PURPOSE OF JOB**

This is an exciting opportunity for the right person to provide high level executive support and work closely with the Chief Executive and Artistic Director as we shape the future of the company. This is a hugely important role as the central point of communication for these leaders and will underpin the effective functioning of the organisation, working in a fast paced and busy environment where confidentiality is of paramount importance. There is also a significant role to play in the proactive management of Board communications. The successful candidate will previously have held a relevant position in an extremely busy, creative environment with a keen eye for detail and the ability to juggle a number of tasks concurrently.

### **KEY RESPONSIBILITIES:**

- Manage the Chief Executive's diary and deal with arrangements for meetings and appointments to ensure that time is used effectively
- Coordinate Artistic meetings, Board, Senior Management Meetings & Stakeholder meetings
- Effectively and efficiently manage a high volume of travel and accommodation arrangements for the Chief Executive, staff and visiting guest artists, including the management of travel and accommodation for our small-scale Children's tour
- Liaise regularly with the Chair's Secretary to ensure excellent communication between Board and Company
- Take minutes of Board, Heads of Department and other meetings and distribute swiftly to ensure that agreed actions move forward efficiently
- Assist the Finance Director with delivery of Company Secretary tasks
- Provide general administrative support for the Chief Executive which will include the collation of statistical information for funding returns and other reports; preparation of contracts and royalty research
- Provide administrative support for the Artistic Director which will include management & booking of rehearsal studios; dancer contracts and artistic contracts

- Manage the Chief Executive and Artistic Director's ticket requirements
- Work closely with the Director of Development to coordinate the involvement of the Chief Executive and Artistic Director at, and manage guest lists for, events hosted by the department
- Handle the administration of the Company's annual audition for new dancers
- Contribute to Company-wide activity as appropriate and act as an ambassador for Northern Ballet at all times

#### **ESSENTIAL CRITERIA**

- A proactive and energised individual with at least two years' experience in a similar role with a background of consistent achievement
- Excellent oral and written communications skills with proven ability when communicating with a range of stakeholders
- An ability to effectively manage multiple workloads and deadlines within a fast-paced environment
- An ability to anticipate and respond to the needs of others
- A decisive and proactive nature with the ability to use initiative to get things done
- Methodical and professional attitude toward work and tasks
- High level of IT skills with excellent knowledge of Microsoft Office
- A great team player with a positive, open can-do attitude
- Confidential, discreet and totally trustworthy

#### **DESIRABLE CRITERIA**

- Knowledge of Raiser's Edge (CRM Software); Artifax Event
- Knowledge and interest in the arts and/or dance

**SALARY:** £24,000 - £25,000 pa depending on experience – 35 hours per week

**ANNUAL LEAVE ENTITLEMENT:** 25 Days

Closing date for applications **Thursday 14 February at 12noon**

Interviews will take place in Leeds, on **Wednesday 20 February**

To download an application form please visit [northernballet.com/vacancies](http://northernballet.com/vacancies)

Northern Ballet is an equal opportunities employer and welcomes applications from all sections of the community.