



## ROYAL EXCHANGE THEATRE

### JOB DESCRIPTION

**ROLE:** Executive Assistant

**SALARY:** £32,000 per annum

**HOURS:** 40 hours per week

**CONTRACT:** Permanent

**RESPONSIBLE TO:** Executive Director

### JOB OVERVIEW

The Executive Assistant to the CEO provides proactive, and confidential support to the Artistic Director and the Executive Director, acting as a pivotal point of contact and ensuring their time and priorities are effectively managed. The ideal candidate will be highly organised, discreet, and possess exceptional communication skills to manage multiple, competing demands in a fast-paced creative environment

The role will also provide administrative support to the RET's Board of Trustees and governance cycle, including administrating and attending Board and sub-committee meetings.

### DUTIES AND RESPONSIBILITIES

#### CEO duties

- Day-to-day diary management for the Executive Director and Artistic Director; arranging internal and external meetings; arranging travel and accommodation requirements including preparing travel itineraries
- Support the work of the Executive and Artistic Directors conducting project research and preparing paperwork, reports, presentations and proof reading as required
- Handle expense reports and reimbursements for the Co-CEOs
- Liaise with funders, partners, trustees and other stakeholders in a professional manner on the Co-CEO's behalf
- Arrange the organisational cycle of meetings including Executive, Management Reporting Group, and 'all staff' meetings and socials. Prepare paperwork and record keep, as required
- Set up meeting spaces, including co-ordinating the movement of equipment and furniture safely and greeting visitors, if required
- Set up virtual or hybrid meetings using Teams / Zoom and ensure attendees have all required details including arranging access provision as required
- Manage the guestlist database ensuring all information is up-to-date and stored in-line with company GDPR processes
- Assist with administration for ad-hoc projects and support strategic activities on behalf of the Executive Team as directed by the Co-CEOs
- Handle all sensitive and confidential information with the utmost discretion and integrity, ensuring company policies, including GDPR regulations, are followed

### Governance duties

- Schedule the Governance cycle of meetings, including Board and Committee meetings. Scheduling diaries, creating agendas, compiling briefing packs and presentations, taking accurate minutes, and following up on action points to ensure timely completion. Maintain up to date records of Board governance documents, supporting Company's House and Charities Commission returns
- Ensure a reliable process for document sharing and storage which is accessible to all trustees
- Administrate in person and virtual meetings with Trustees, using Teams / Zoom including arranging access provision, as required
- Support the recruitment and induction of new trustees
- Be first point of contact for trustee enquiries liaising with other departments to ensure trustees are supported

### DUTIES & RESPONSIBILITIES OF ALL TEAM MEMBERS

- Be aware of other teams' work, to help achieve RET's aims. Work well with colleagues across the organisation
- Engage with projects and events led by other teams (such as Development events and Press Nights)
- Work to the Equality and Diversity policy of the RET and help to achieve the Theatre's diversity action plan
- Have an awareness of, and comply with, Health and Safety at Work and work to RET's Health and Safety Policy
- Work to other guidelines, procedures and policies provided by the Company
- Take part in working groups and training sessions as required
- Take part in ongoing evaluation and reflection of our work
- Support RET's sustainability aims
- Develop learning around different cultures and be conscious of the barriers people face coming to the theatre. Aim to provide a considered experience for all RET visitors

### ESSENTIAL CRITERIA

- Minimum 12 months experience in an administrator role
- Proven experience supporting senior executives within a fast-paced environment
- Highly personable, with an ability to work with a wide range of colleagues and stakeholders
- High-level proficiency with the full Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and collaboration tools like MS Teams
- Exceptional organisational and time-management skills, with the ability to multitask and prioritise effectively under pressure
- Experience in organising and supporting the smooth running of meetings/events with a range of stakeholders and contributors
- Excellent written and verbal communication skills, prioritising attention to detail

- A proactive, solutions-oriented approach with the ability to anticipate needs and use initiative to resolve issues before they arise
- A flexible and adaptable working style
- Impeccable judgement, diplomacy, and the ability to handle complex and sensitive matters

#### DESIRED CRITERIA

- An active interest in the arts and live performance
- Experience of supporting Board level meetings
- Experience of charity governance