

THE OLD VIC

Job Description

Executive Assistant & Project Support to Finance Director

Department:	Finance
Contract:	Full time, permanent position
Hours:	10am to 6pm, Monday to Friday
Location:	The Old Vic, The Cut, London, SE1 8NB
Salary:	£25,000 - £27,000 depending on skills and qualifications
Responsible to:	Finance Director

The Old Vic

The Old Vic is London's independent not-for-profit theatre, a world leader in creativity and entertainment.

The Old Vic is mercurial: it can be transformed into a theatre in the round, a space for music and comedy, has played host to opera, dance, cinema, music hall, classical dramas, variety, clowns, big spectacles and novelty acts. It was the original home of the English National Opera; the Sadler's Wells dance company and the National Theatre. It's also been a tavern, a college, a coffee house, a lecture hall and a meeting place.

All of this is now in the bones of the building and is as important a part of its open-armed, inclusive, welcoming personality as its grand historic decor and the iconic performances and famous productions it has housed.

Today, Artistic Director Matthew Warchus is building on 200 years of creative adventure, with The Old Vic recently being hailed as London's most eclectic and frequently electrifying theatre. Under his leadership, we aim to be a surprising, unpredictable, ground-breaking, rule-breaking, independent beacon of accessible, uplifting and unintimidating art.

We hold the belief that theatre needs to be cherished, supported and shared with as many people as possible. Our 1000 seats are yours from £10 a ticket. Our productions are diverse, adventurous, new, exciting. Our education and talent programmes allow students to explore and artists of tomorrow to create. Our building is open and alive, day and night. Our theatre is yours.

So, whether you're looking for a comedy or new musical, a dramatic work or dance performance, a £10 preview, a late-night cocktail or a show you can watch together as a family, there is always something new to entertain at The Old Vic.

The Team

The role reports directly to Finance Director, who is responsible for the overall financial strategy and management of The Old Vic group of companies, and reports to the Executive Director and Board. The Executive Assistant will report directly to the FD, and play a pivotal role in supporting a broad range of projects and enabling the FD to use his time as efficiently and effectively as possible.

In addition to the FD and EA, the Finance Team as a whole comprises a Head of Finance and six other members of accountancy staff.

Purpose of Job

- To carry out efficient diary management for the Finance Director.
- To liaise with all departments at The Old Vic as required, as well as with various external suppliers and stakeholders.
- To support the Finance Director on a broad range of projects, both operational and strategic.

Areas of Responsibility

Administration and Diary Management

- Acting as the Finance Director's "gatekeeper" in order that internal and external enquiries are dealt with efficiently.
- Managing the Finance Director's diary and running his schedule smoothly.
- Briefing the Finance Director regularly on all appointments, events, diary requests and invitations received and preparing any relevant materials in advance.
- Producing quality documents, including PowerPoint presentations and plans of work as needed.
- Attending meetings as requested by the Finance Director, keeping a record of actions arising and providing pro-active support in addressing those actions.
- Assisting in and/or creating correspondence in all forms; typing of letters, notes, memoranda, agendas, minutes, reports, ensuring that these are prepared in a timely and professional manner.
- Replying to invitations on behalf of the Finance Director and making associated arrangements including travel and preparation time.
- Establishing, organising and maintaining the accurate and orderly upkeep of filing systems and archiving.

Projects

- Supporting the Finance Director and Head of Finance to ensure both strategic and operational projects are delivered smoothly.
- Researching and drafting documents in support of key projects under the Finance Director's leadership.
- Liaising with stakeholders, tracking milestones and deliverables to ensure projects are on track.

Boards and Committees

- Assisting the Executive Assistant to the Executive Director where needed in arranging quarterly Board and Committee meetings and any other ad hoc meetings as required.
- As required, collating agenda and papers, circulating electronically and preparing hard copies for meetings.
- As required, ensuring space for meetings is booked well in advanced and that the space is set up.
- Taking minutes at Board meetings as required.

Finance team duties

- Ensuring enquiries are handled efficiently by the Finance Team as they arise in the Finance Director's absence.
- Coordinating team holiday calendar to prevent clashes.
- Managing team events and engagement activities
- Ensure the schedule of company details is kept up to date, including online logins, VAT info, Trustee profiles etc.

General

- Representing The Old Vic Theatre Trust at events when required.
- Carrying out any other duties as reasonably requested by the Directors.
- Maintaining a supportive team player approach at all times and being aware of changing priorities.
- Maintaining a presentable, professional image at all times.
- Complying with The Old Vic's Equal Opportunities, Sustainability, Diversity, Health & Safety and all Staff Handbook policies at all times.

This is not an exhaustive list of duties and the Theatre's management may, at any time, allocate other tasks which are of a similar nature or level.

PERSON SPECIFICATION:

The post holder must be able to demonstrate the following:

Essential

- Previous EA/PA experience.
- Strong prioritization and organizational skills.
- Excellent written and verbal communication skills and numeracy.
- Good presentational skills/designing PowerPoint presentations.
- Proficient in the use of Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook.
- Pro-active and tenacious, with project-management experience.
- A lateral-thinking problem-solver with an outgoing 'can-do' attitude.
- The ability to work effectively to deadlines.
- The ability to manage confidential and sensitive information.
- A good team player, but also able to work independently and show initiative as required.
- Meticulous eye for detail, good proof reader, immaculate presentation of work.
- Experience editing letters and other documents.

Desirable

- Interest in theatre or the arts generally
- Experience of working in a theatrical or other creative environment

The Old Vic is an equal opportunities employer. We welcome and encourage applicants from all backgrounds to apply.