

Northamptonshire Arts Management Trust

Job Description

Department:

Chief Executive Office

Job Title:

Executive Assistant

Responsible to:

CEO

Job Purpose:

- To support the CEO, and Company Secretary
- To manage the day to day running of the CEO's office
- To provide an efficient service to NTT Board, CCTT Board, NAMT Board, Senior Management Team, NAMT Management Team and external enquirers

Key Task Areas:

1. To provide administrative support and diary management to the CEO.
2. To co-ordinate functions and hospitality events on behalf of the CEO and/or Boards
3. To service the administrative and pastoral care requirements of the Boards, including inductions, maintaining intranet documentation storage, booking tickets, ensuring digital requirements, organising invitations and distributing theatre information.
4. To carry out the administration on behalf of the Company Secretary, i.e.
 - To be responsible for the proper maintenance of the Company statutory books including the Boards minutes.
 - To ensure that the filing and notice requirements are being actioned in a timely manner.
 - To liaise with, and act on official correspondence from the Companies House and the Charity Commission.
5. To attend and service meetings, taking and distributing minutes as required by the CEO but specifically for all Boards, Sub Committee, SMT and Management meetings
6. To provide an efficient service to all appropriate personnel, both internal and external.
7. To provide statistical information to various stakeholders including the Arts Council annual review
8. To support the CEO in the preparation and presentation of data and reports for meetings
9. To support the Chair and the Chair of the Nominations Committee with administration relating to governance and monitoring

Northamptonshire Arts Management Trust Person Specification

10. To provide holiday/absence cover and support for other administrative roles, as designated by CEO
11. To develop proficiency in all organisational software – Cezanne (HR), Artifax (venue planning), Tessitura (ticket booking) and Exchequer (purchase orders). To develop and maintain administrative & calendar systems to support positive communication and organisation across the SMT and Management Teams
12. To participate in organisational development activity.

Additional Responsibilities

- Promote our company values and behaviours
- Undergo relevant training and development required by the CEO.
- To comply with all legal requirements relating to General Data Protection Regulations
- Work to the Equality and Diversity policy of R&D and help to achieve the theatre's Representation and Inclusion action plan.
- To carry out any other tasks that will be allocated by the CEO on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

It is a requirement of Northamptonshire Arts Management Trust that all colleagues work in a flexible manner compatible with their jobs and in line with the objectives of the company. This job description is a guide to the key duties and responsibilities and task for which the jobholder is accountable but due to the nature of the business, the specific responsibilities activities may vary and develop over time. Therefore the job description should be seen as indicative and not as a permanent, definitive and exhaustive statement.

Northamptonshire Arts Management Trust Person Specification

Essential	Desirable
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of working in an Executive office, or similar level • Experience of working effectively with personnel at all levels and across different sectors • Experience of implementing / maintaining administrative systems/procedures <p><u>Knowledge/Qualifications</u></p> <ul style="list-style-type: none"> • Understanding of, and commitment to, live performance • Good knowledge of all office administration systems <p><u>Skills/Abilities</u></p> <ul style="list-style-type: none"> • Maintaining confidentiality • Confidence and ability to interact with a wide range of people • Excellent attention to detail and organisation skills • Excellent IT skills in Microsoft Outlook, particularly Excel and Word • Excellent communication skills, both oral and written • Excellent organisational skills • Ability to work using own initiative • Excellent time management skills • Proactive and flexible approach • Operates effectively and consistently under pressure 	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Awareness of Artifax and Tessitura, or similar customer relationship management systems • Experience of offering governance support to Boards/Trustees <p><u>Knowledge/Qualifications</u></p> <ul style="list-style-type: none"> • Theatre Administration • Understanding of Charity Commission <p><u>Skills/Abilities</u></p> <ul style="list-style-type: none"> • Good typing speed • Good commitment to environmental considerations including digital vs paper waste

Northamptonshire Arts Management Trust Terms & Conditions

Job Title	Executive Assistant
Contract	Full-time - Permanent contract
Salary	£23K - £25K per annum (DOE) paid monthly on 20th of each month
Hours of Work	37 hours per week
Work Location	Royal & Derngate, 19-21 Guildhall Road, Northampton, Northamptonshire, NN1 1DP and The Core at Corby Cube, George Street, Corby, NN17 1QG.
Holidays	Holiday year April – March 31 days hours per annum (including statutory holidays) - pro-rata in 1st year 33 days per annum after 3 years continuous service 36 days per annum after 5 years continuous service
Notice Period	4 weeks (once completed probationary period)
Subject to	Satisfactory References Probationary period – 6 months Compliance with Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016
Pension Scheme	Contributory staff pension, 5% employee and 3% employer. NAMT pension scheme is provided by NOW pensions. NAMT will contribute after 3 months service
Additional Benefits	Free Employee Assistance Programme run by Health Assured Complimentary tickets available on selected shows throughout the year 10% discount at our bars and theatre shop