

Theatre Administrator and Executive Assistant

Bush Theatre is looking for an experienced, enthusiastic and highly organised Theatre Administrator and Personal Assistant to thoroughly support the administration of the Bush Theatre, manage our office on Uxbridge Road and provide comprehensive PA support to the Executive team.

Please note that this position requires working on site.

How to Apply

We want you to have the opportunity to really tell us about yourself and explain why this position is right for you in whatever way feels most appropriate. Send one of the following, alongside a basic CV:

- A personal statement (500 words max)
- Presentation - Keynote or PowerPoint
- Short video or sound file (5 minutes max)

All applications will be judged on content not on format. We have suggested some options above, but if you would like to suggest an alternative let us know.

All applications should address the following questions:

- Tell us a little about yourself and why this position interests you.
- Tell us what experience you have had that means you meet the person specification outlined in the job description; include practical examples.
- What would you be bringing to this role?
- Do you have any qualifications you want to tell us about?

1. Read the Job Description and Person Specification.

2. Apply through our recruitment portal Breathe HR. Include a CV.

You can upload video or sound files using the We Transfer service <https://wetransfer.com/>. When using this service, please include the We Transfer link in your Breathe HR attachments by including the link in your CV or submitting it on a separate document.

3. Complete our Equal Opportunities Monitoring form. This helps us to better understand if our recruitment practices are accessible and equitable to all.

If you have any need for this information in a different format please contact our Theatre Administrator Joanne Leung by emailing jobs@bushtheatre.co.uk or phone 0208743 3584.

Deadline for applications: 10am on Monday 20 May 2024

First Interview date: Friday 24 May 2024

Second Interview date: Thursday 30 May 2024

Interviews will take place **in person** at the Bush Theatre, 7 Uxbridge Road.

We produce new plays and develop artists who see the world from a different vantage point and write stories for the many communities of contemporary London. Our diverse team and their range of experiences are vital to the Bush's success, but we still have work to do to make sure they fully represent the communities we serve. If you are excited about this role and the work we do, we want to hear from you even if you don't meet every criteria. We are particularly keen to receive applications from underrepresented and marginalised groups such as people of North African, Sub-Saharan African, West Asian, East Asian, Southeast Asian, South Asian, Pacific Islander and Indigenous backgrounds, Migrants, LGBTQIA+ people and those who are disabled or neurodiverse.

Minimum Criteria Guaranteed Interview Scheme

As part of our Minimum Criteria Guaranteed Interview scheme, we will offer an interview to disabled candidates who meet the essential criteria for the role. If you consider yourself to have a disability or long-term condition and would like to apply through this interview scheme, please let us know by stating anywhere in your application: 'I would like to apply through the Minimum Criteria Guaranteed Interview scheme.'

Data Policy

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to 6 months, after which

point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

Theatre Administrator and Executive Assistant Job Description:

Responsible to General Manager (Line Manager)
Artistic Director / Executive Director

Working closely with: Heads of Department

Background

Bush Theatre

Opened in 1972, the Bush Theatre is internationally renowned as *'the place to go for ground-breaking work as diverse as its audiences'* (London Evening Standard).

A champion of playwrights and operating in one of the most culturally diverse areas of London, the Bush Theatre has a commitment to its local community and the wider artistic community. Braiding these two strands of work together, the Bush produces an engaging and challenging programme that reflects the world we live in.

Recent successes include multi-award-winning productions *Red Pitch* by Tyrell Williams, *Lava* by Benedict Lombe, and *Invisible* by Nikhil Parmar. Bush Theatre Productions have taken the Olivier Award for 'Outstanding Achievement in an Affiliate Theatre' for the previous four years with Richard Gadd's *Baby Reindeer*, now a successful Netflix series, Igor Memic's *Old Bridge*, Waleed Akhtar's *The P Word* and Matilda Feyişayo Ibini's *Sleepova* respectively. In 2023 the Bush was joint winner of The Stage's 'Theatre of the Year' alongside the Lyric Theatre, Belfast and produced Sir Lenny Henry's first play *August in England* which was directed by Bush's Artistic Director Lynette Linton and Associate Artistic Director Daniel Bailey.

Since re-opening in March 2017 after a year-long £4.3 million renovation by architects Haworth Tompkins, the Bush has continued to create a space where all communities can be part of its future and call the theatre home.

[Meet the Bush team](#)

Purpose of role:

To provide personal assistant support to the Executive team as well as providing general administrative support for HR, Events and office management including coordinating the schedule for all building spaces and organisational events.

Main Duties and Responsibilities:

Reception and Office Coordination

- To be the first point of contact for all incoming enquiries through telephone and general emails.
- To establish and maintain systems and procedures to support the efficient running of the office including organising recycling, placing stationary and other orders, collecting and distributing post and general filing.
- To collate and code invoices as required.
- Assisting the General Manager with any IT or telephone issues and updates.
- To coordinate internal meetings, minuting as appropriate.
- To organise staff benefits such as flowers, gifts and cards as necessary.
- To plan and coordinate internal functions as required, including the annual summer and Christmas events for staff if needed.
- To act as a fire marshal for the building liaising with the Venue Manager daily regarding processes.
- To oversee the cleanliness and upkeep of the office and staff kitchen environment, ensuring that staff and visitors are following guidelines set out by the Administration team, and that the office and staff kitchen stock are maintained to a good level at all times, and replenished as appropriate (refreshments, stationery and equipment).

Executive Support

- To provide comprehensive diary management - scheduling, prioritising and managing appointments for the Executive team including internal and external meeting arrangements
- To manage correspondence, track incoming and outgoing correspondence and ensure replies are produced within the required timeframe.
- To read and prioritise incoming correspondence and prepare draft responses as appropriate. Ensuring that cyclical and management deadlines for reports, reviews, budgets are met.
- To have a proactive approach to supporting the workload of the Executive team and organising their commitments.

- To book meeting rooms and hospitality for the Executive team.
- To coordinate travel arrangements, accommodation and tickets for the Executive team.
- To support the Executive team with preparation for Board meetings including preparation of documents, room bookings, hospitality and room set up.
- To maintain excellent communication across the organisation, in particular between the Executive and wider staff team including preparing and sending the Bush Post (internal staff newsletter).
- Maintain the highest level of confidentiality and adherence to policies and procedures.

Project Administration and Reporting

- To assist with project administration, including conducting research, collating and writing reports and stakeholder management, as required for the Executive team.
- To support the Executive team with reporting requirements for Arts Council England, Board and other stakeholders.
- To attend Board meetings and take minutes for the Executive team.

Administration & HR

- The administration and coordination of recruitment campaigns for permanent, casual and freelance staff.
- Supporting hiring managers to review job descriptions and create a recruitment plan in liaison with the General Manager.
- Promoting job opportunities including creating job adverts, researching the best places to post roles, monitoring application levels and equal opportunity data and adjusting approach as required.
- Coordinating the shortlisting processes including monitoring diversity of the applicant pool, creating reports for hiring managers and the Senior Management team.
- Coordinating interviews including room bookings, and creating interview schedule.
- Contacting all applicants with the results of their application.
- On-boarding processes for all permanent, casual and freelance staff, including drafting contracts, new starter paperwork, first day induction and training.
- Maintaining staff and board records including updating contact information, holiday usage, sickness, training and performance management.
- Managing Equal Opportunities monitoring for Arts Council Reporting.

- Support the General Manager with data management compliance.

Events

- To support the Event Manager in ensuring all internal events and room bookings are entered into the Event Calendar and Customer Relationship Management system.
- To support the Event Manager in preparing briefing sheets for all events and room booking and coordinating the weekly Building meeting, creating minutes and sharing relevant information with internal teams.
- To manage the coordination and administration of internal events and room bookings.
- To provide cover for the Event Manager including responding to enquiries and issuing contracts and invoices if required

General

- Attend read-throughs, sharings, Preview, Press and Supporters Nights and other Bush Theatre events as required.
- To keep up-to-date with productions and news in the theatre sector.
- Actively develop and implement green policies and practices for the department.
- Adhere to, and actively contribute to all Bush Theatre policies, including Equalities (diversity, access and equal opportunities), Environmental and Health & Safety.
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of the Bush Theatre.
- To act always in the best interest of the Bush Theatre.
- Any other duties as reasonably required.

Person Specification:

Essential:

- An affinity for the mission, vision and work of the Bush Theatre and a passion to help achieve the theatre's success
- Experience of working as an administrator in an office environment including reception and office management
- Experience of providing PA service at Director or Senior Manager level including complex diary and correspondence management

- Experience of Human Resources administration and providing support to Heads of Department
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines
- Proven excellent communication skills, written and verbal including simple report writing, human resources documentation such as job descriptions and adverts and staff inductions, including an excellent eye for detail and exemplary proofreading and formatting skills
- A positive attitude with a high level of self-motivation and the ability to work using your own initiative solving or pre-empting potential problems
- An understanding of equal opportunity and cultural diversity issues in the delivery of our service
- A demonstrable commitment to creating an inclusive and welcoming work environment.

Desirable:

- Experience of working in an arts administration role
- Experience of using Microsoft Office suite and Google suite
- Experience working with Customer Relationship Management systems or event booking systems
- Project management experience in a theatre or events setting
- An up-to-date knowledge of the theatre sector particularly contemporary theatre and new writing.

Terms and Conditions:

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| Hours: | 35 hours per week, 10am to 6pm Monday to Friday, although additional hours may be necessary to fulfil the requirements of the post |
| Salary: | £27,500 per annum pro rata |
| Holidays: | 30 days per annum inclusive of Bank Holidays |
| Probation: | Three months |
| Contract type: | Permanent |
| Notice period: | 1 month during probationary period, 3 months thereafter |

Other Benefits:

- Interest-free season ticket loan (after probation) for employees

Bush Theatre

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Administration
020 8743 3584

Email
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Website
bushtheatre.co.uk

- Cycle to work scheme for employees
- Complimentary tickets to all Bush productions subject to availability
- 20% discount on food and drink at the Library Cafe Bar
- Access to a confidential counselling service.