



Job Title: Executive Assistant

Responsible to: CEO/Artistic Director and General Manager
Responsible for: Administration Assistant

Cassa Pancho's Ballet Black was founded in 2001 with a mission to make a fundamental change in the diversity of mainstream classical ballet – on stage, behind the scenes, and among audiences & participants. We recognise the importance of providing visible, diverse role models in ballet. Our professional Company is made up of ten dancers of Black and Asian descent from around the world. We create award-winning new work that is bold and distinctive, both live and on film, that tours the UK and internationally, and we run a thriving Junior School and Associate Programme.

The **Executive Assistant** contributes to the smooth running of the of the Ballet Black Company and works closely with the CEO/Artistic Director and General Manager, as well as offering administrative support to our Producers and Education Manager. They will be responsible for line managing the Administration Assistant alongside the General Manager and CEO.

This role offers an interesting and fulfilling opportunity for a highly motivated individual with a strong interest in dance and a passion for the ethos of Ballet Black: to increase access, diversity and equity in the field of ballet. Ballet Black is a small and accomplished team, and this job would suit an individual who is interested in and understands the need to pitch in across a variety of tasks and activities. This is a fulltime position, mainly based in our Marylebone office during office hours.

Suitable candidates will have a minimum of two years' experience in a similar role and be flexible about hours and working in the evening or different locations where necessary.

Job Description

Key Functions & Responsibilities:

- To enhance the CEO/Artistic Director's effectiveness by providing senior administrative support for this dual role, including the preparation of confidential material, information management and diary management.
- To provide high level administrative assistance to the General Manager and Producer as required, in the preparation of confidential correspondence and other appropriate material, to enable their support of the CEO/Artistic Director.
- To line-manage the Administration Assistant, with support of General Manager & CEO.

HR & Operations:

- Ensure that the General Manager's diary is appropriately updated regarding meetings attended with or on behalf of the CEO/Artistic Director, or when relating to Board matters, providing relevant pre and post meeting assistance.
- Work with Assistant Administrator to ensure the smooth day-to-day running of the office.
- Arrange and take minutes at meetings, including Board meetings, as required by the CEO/Artistic Director or General Manager.
- Assist in the preparation and collation of supporting documents for visas and work permits.
- Assist the CEO/Artistic Director and General Manager with the preparation of contracts/letters of agreement.
- Maintain Company policies and procedures including GDPR

Finance:

- Process via the Company's financial reporting system, petty cash and expenses
- Assist our GM, accountants and bookkeeper with other financial/administrative tasks as required and maintain funding databases.

Touring & Producing:

- Collate audience data and provide administrative support for our Audience Research projects.
- Support PR manager with press related activity such as coordinating press tickets/attending press night.
- Proof reading copy for brochures etc.
- Attend and provide support to the CEO/Artistic Director and the General Manager at opening/first night hospitality events as required.
- Other administrative support for our Touring & Digital Producers as required.

Development:

- Responsible for maintaining the BB Friends Programme: working with the AD/CEO to plan events, create invitations, and support other donor nurturing events.
- Assist the General Manager and CEO in the time-management, preparation and proof-reading of funding applications and reports for Arts Council England and other funding bodies.

Person Specification**Essential knowledge, attributes and experience:**

- A minimum of two years' administration experience working in a similar role within a fast-paced environment.
- Excellent communication, interpersonal, organisational and written skills.
- A proven knowledge of Windows-based packages, Outlook, Excel, and databases.
- Ability and willingness to work to own initiative and as part of a team.
- Thorough, accurate and able to work under pressure.
- Friendly, approachable, and presentable.
- Conscientious, discreet, enthusiastic, and reliable.
- Ability to maintain confidentiality.
- An interest in the arts and dance and a passion for Ballet Black's mission

Desirable knowledge and experience:

- Experience of working within the arts sector
- Strong numerical skills and an ability to understand budgets and cash flow
- Knowledge of Arts Council England reporting requirements

Outline of Terms and Conditions**Reports to:** Artistic Director/CEO and General Manager**Responsible for:** Administration Assistant (with support of CEO & GM)**Job type:** full time**Salary:** £28,000- £32,000 pa depending on experience, plus a 3% pension contribution after 3-month probationary period has concluded. Job description to be reviewed at the end of a three-month probationary period.**Hours:** typically, 09:30-17:30, 5 days per week, with flexibility required for evening or weekend work. (No overtime is payable but time off in lieu may be taken).**Annual leave:** 28 days including public holidays after the 3-month probationary period has ended.**Notice period:** 3 months on either side**Location:** Marylebone, London**Probationary period:** This is a full-time post with an initial probationary period of three months wherein either party can terminate the employment with a reduced notice period of two weeks. As this is a new post the probationary period may be extended for an additional three months. Once the probationary period has been successfully completed, the period of notice will be three months.**DBS:** The successful applicant will need to undergo an enhanced DBS check with the Disclosure and Barring Service.**Application Process**

Please apply in writing with:

- your CV including the names and contact details of two referees (they will not be contacted without your permission)
- a letter of application which explains why you are applying for this position and how you meet the requirements set out in the job description and person specification. The letter of application should be no longer than two sides of A4.

These should be emailed to General Manager, Chloe Seddon-Bray: gm@balletblack.co.uk with the subject line 'Executive Assistant.' The CV and letter should be sent as attachments to the email.**Deadline:** 10am Monday 17th April 2023

Interview dates to be confirmed

All applications will be acknowledged.

If you would like an informal discussion about the position before applying, please contact Chloe and this can be arranged.

We will aim to support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place. If you have any access needs, or barriers to access that you would like to discuss, please do not hesitate to let us know either before applying or as part of your application.

Ballet Black is an equal opportunities employer and would really like to hear from candidates from the widest range of diversity, culture and experience possible.

Please fill in our Equal Opportunities form with your application. This is anonymous and will not be seen by the recruitment panel or form any part of the assessment of your application. You'll find this here: <https://forms.gle/dUQ67bUpKgAMkBWM8>