



## Job Summary

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### Assistant to the Artistic Director

- Responsible to:** Artistic Director
- Salary:** £25,000 - £27,500
- Hours:** 35 hours per week.  
This role may require significant additional early morning and evening work and it will not be possible to offer time off in lieu or overtime.
- Benefits:** Contributory Pension Scheme, Season Ticket Loan scheme, Training and Development Opportunities.
- Holiday:** 25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30.
- Contract length:** Permanent

**Purpose of Role:**

To provide high-level personal assistance and administrative support to the Artistic Director on all their responsibilities.

# Young Vic

## Job Description

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#### Responsibilities to include:

#### Diary management and scheduling

- To manage the Artistic Director's diary on a day-to day basis, responding to a high number of internal and external meeting requests and an extremely busy organisational diary.
- Set up, facilitate and manage all internal regular meetings between wider staff team and the Artistic Director
- Manage and note all requests for the Artistic Director's time via email, telephone and letters and respond/forward as required.
- Where appropriate, to understand the reason for meetings and to arrange follow up meetings and/or papers as requested.

#### Finance

- To prepare petty cash claims for the Artistic Director.
- Complete monthly credit card reconciliations on behalf of the Artistic Director.

#### General Administration

- Help manage the flow of correspondence for the Artistic Director. To include both paper and electronic redirecting as appropriate, organising replies and drawing attention to matters for urgent attention.
- To carry out research including sourcing data, researching information, providing summary digests and interpreting financial information.
- Organise room bookings, refreshments and equipment for meetings and produce documents, briefing papers, reports, minutes and presentations in preparation.
- To provide administrative and secretarial support, including drafting correspondence, tracking evolving priorities and summarising the key points of information.
- To ensure effective information management including an address database, record keeping, manual and electronic filing.
- Liaise with the Welcome Team and Ticketing in order to secure seats for guests of the Artistic Director where possible.
- To develop a good knowledge and understanding of the Artistic Director's activities and responsibilities both within Young Vic and externally and provide assistance on all these activities.

#### Travel

- Plan and book all transport arrangements.
- Complete applications for personal visas on behalf of the Artistic Director and ensure all documentation is clear and up to date.
- Source and book all accommodation for trips within budget and schedule.



## Person Specification

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### Assistant to the Artistic Director

#### Essential

- Administrative and organisational skills gained whilst supporting a senior manager at the highest level.
- Demonstrable experience of working closely with senior figures, preferably as an assistant, producer or administrator.
- Skills in managing a complex diary and balancing professional commitments.
- Understanding of national and international travel and visa arrangements.
- Demonstrable experience of working within a creative environment and an understanding of current developments in these areas.
- Skills in drafting letters, reports and management papers.
- Excellent communication skills, both verbal and written.
- Excellent IT skills, especially with Word, Excel, PowerPoint and Outlook.
- Experience and skills in devising and managing office procedures.
- Skills in organising meetings and minute taking.
- The ability to work under pressure, prioritise effectively and meet deadlines.
- To work with attention to detail and able to work independently.
- A high degree of confidentiality, discretion, initiative and tact.

#### Desirable

- Ability to organise events efficiently and liaise with a range of internal and external individuals and groups.
- Experience of factual research.
- Knowledge of Apple products, especially iPhone and Macs and how they work with Microsoft based networks.
- Knowledge of contemporary British theatre.
- Ability to contribute constructively to creative discussions and decision making.
- Experience of managing international relationships.