



EXECUTIVE ASSISTANT JOB DESCRIPTION & PERSON SPECIFICATION / Punchdrunk

Responsible to: General Manager

Key relationships: Artistic Director, Executive Team, General Manager, Senior Management Team (SMT), Producers, producers

Salary: £27,500 - £30,000 per annum, depending on experience

Contract: Full time

Deadline for applications: 10am on Monday 15th April

How to apply: Complete the application form [here](#) including your CV and cover letter.

If you have any questions or are experiencing any difficulties with the application process, please contact workwithus@punchdrunk.com.

OUR HISTORY

For over 20 years Punchdrunk has pioneered a game-changing form of theatre, in which roaming audiences experience epic storytelling inside singular, sensory worlds. Today, our reputation at the forefront of the interactive experience is global, with the multi award-winning *Sleep No More* playing to sell-out audiences in New York since 2011 and in Shanghai since 2016.

Blending classic texts, physical performance and cinematic design detail, our productions immerse audiences in the world of each show, blurring the boundaries between space, performer and spectator. In this world, the choice of what to watch and where to go is yours alone. You are at the heart of the story, free to create your own unique, unrepeatable adventure.

Alongside live performance, we are curious about layering signature theatrical elements on to other art forms, new technologies and the real world.

Punchdrunk's theatrical works include: *The Drowned Man: A Hollywood Fable* (with the National Theatre), *The Crash of the Elysium* (Manchester International Festival), *The Duchess of Malfi* (with ENO), *Sleep No More* (with the American Repertory Theatre, Boston, Mass.), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival), *Tunnel 228* (in collaboration with The Old Vic), *The Masque of the Red Death* (with Battersea Arts Centre), and *Faust* (in collaboration with the National Theatre).

THE ROLE

The Executive Assistant is an integral part of Punchdrunk's team, acting as one of the central points of communication for the Executive Producer, both within the organisation and with creatives, stakeholders and guests.

We are seeking someone with excellent communication skills who has a passion for organisation and accuracy. You will ensure the smooth running of the diary and be

instrumental in providing comprehensive administrative support to the Executive Producer as well as supporting the General Management team in specific key areas.

Operating at the heart of the organisation, the Executive Assistant is a key point of contact for the Executive Producer and is in daily liaison with internal colleagues and external contacts, including artists, partners, stakeholders and advocacy guests.

The successful candidate will be confident, personable, flexible and discrete. You will be able to adapt in an ever changing environment, and approach your work with a sense of humour.

This is an exciting opportunity for someone looking to work in a vibrant, fast-paced, supportive and creative environment, with a company that is constantly developing and expanding its artistic output in the world of theatre and performance.

KEY RESPONSIBILITIES

- Providing high-level administrative and general support to the Executive Producer, including management of correspondence, organising meetings and travel arrangements, and attendance at meetings following up on action points.
- Support diary management and the smooth running of the schedule of the Executive Producer.
- In conjunction with the other Executive Assistant act as the first point of contact for visitors to the London Office.
- Supporting the wider General management and SMT as needed.
- Supporting and covering for the Executive Assistant to the Artistic Director.
- Maintaining efficient office operations.

JOB DESCRIPTION

DIARY MANAGEMENT & TRAVEL ARRANGEMENTS

- Managing the Executive Producer's diary, arranging the smooth running of their schedules, including scheduling meetings, SMT meetings, workshops, events and other engagements.
- During production periods, liaise closely with Senior Producers as appropriate regarding the scheduling of the Executive Producer's time, and remain abreast of key commitments and production dates.
- Ensuring that the Executive Producer is fully briefed about forthcoming meetings and events.
- Lead on the organisation and booking of travel and accommodation when necessary for the Punchdrunk team (including any necessary visas) and arrange complex domestic and international itineraries.
- Managing requests for the Executive Producer's attendance at internal meetings and events, liaising with all departments within the organisation.
- Managing diaries and travel arrangements for SMT & Producers when required.

FIRST POINT OF CONTACT

- Act as one of the first points of contact for visitors and guests arriving at the London office to meet with the Executive Team, greeting and welcoming them as soon as they arrive and connecting them with the appropriate person.
- Act as the first point of communication for a range of creative contacts, funders and

other stakeholders, building rapport and supporting the reputation of the Company through kind, professional and effective communication.

- Representing Punchdrunk with diplomacy, discretion and courtesy at all times.

MEETINGS

- Preparing papers, briefings etc for the Executive Producer in advance of meetings as necessary.
- Responsible for organising weekly SMT meetings including preparing agendas, producing minutes and ensuring that follow-up actions are effectively progressed via engagement with different teams and functions.

GENERAL ADMINISTRATION

- Dealing with incoming correspondence, flagging and drafting replies to all standard correspondence and emails on behalf of the Executive Producer.
- Update and prioritise the Executive Producer's To Do List.
- Booking events or purchasing research materials on behalf of the Executive Producer, liaising with budget-holders regarding approved budgets for these.
- Taking phone calls for the Executive Producer, referring or dealing with enquiries where possible.
- Implementing, maintaining and managing the Executive Producer's email and online filing systems.
- Collating and processing expense claims for the Executive Producer, liaising with the Finance Manager to track credit card purchases and receipts appropriately.
- Coordinating and at times organising special events (e.g. away days, internal social events) as instructed.
- Support the General Manager with onboarding and induction of new staff members.

OFFICE ADMINISTRATION

- Maintain and update office records, databases, and filing systems.
- Prepare and distribute internal communications, memos, and reports.
- Assist with basic accounting tasks such as invoice processing, expense tracking, and petty cash management.
- Support the Finance department with administrative tasks related to budgeting and financial reporting.

PRODUCTION ADMINISTRATION AND SUPPORT

- Assisting the Executive Team, Producers and Senior Management Team with ad-hoc research projects.
- Undertaking ad hoc production-related errands as may be required by the Executive Producer and Senior Producers.
- Assisting the Producing, Research and Development teams when required.
- Arranging the signing and distribution of press night cards/gifts when required.
- Attending performances and press nights where required.

GENERAL

- Providing members of the senior management team with occasional administrative support.
- Maintaining excellent working relationships with staff across the organisation.
- Adhering to Punchdrunk's Company Policies at all times.

- Attend regular staff meetings, team events and company meetings as required.

Any other reasonable duties as required by the Artistic Director, Executive Team or General Manager.

This is an administrative role and not a creative one.

Please note the job description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list.

The role is based at Punchdrunk's offices in Woolwich.

PERSON SPECIFICATION ESSENTIAL EXPERIENCE, SKILLS AND ATTRIBUTES

- Demonstrable administrative experience within a similar supporting role.
- Highly organised, efficient, flexible and able to work independently with excellent attention to detail.
- Ability to forward plan, be proactive and use initiative in managing busy schedules.
- Ability to manage upwards and predict needs before they arise.
- Proven ability to deal diplomatically, sensitively and discretely with confidential information and with a wide range of people.
- Positive, friendly and approachable when dealing with a wide range of staff and artists at all levels.
- Strong influencing and negotiation skills, and ability to challenge the status quo
- Excellent written and verbal communication skills, with the ability to pitch communications at the right level.
- The ability to focus whilst working in a busy office and handle multiple tasks.
- Excellent IT skills.
- Knowledge and understanding of the theatre industry, or performing arts and some knowledge of the theatre-making process.

DESIRABLE EXPERIENCE AND SKILLS

- Proficient in Macs, PCs and Google Suite applications.
- A keen interest in Punchdrunk's work.

EMPLOYMENT TERMS

Contract: 1 year fixed term, full time (standard 40 hours per week, Monday - Friday 10am-6pm)

Salary: £27,500 - £30,000 per annum, depending on experience

Probation period: 3 months (notice during probation 4 weeks on either side)

Notice period: 3 months

Pension: 5% employer contribution, following completion of probation period

Holiday: 20 days per annum plus UK bank holidays

Place of Work: Punchdrunk offices in Woolwich, London

Due to the nature of this role some evening or weekend work will be required. No overtime is paid but the Company operates a TOIL policy.

HOW TO APPLY

To apply, please complete the application form [here](#), providing your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

If you have any questions or are experiencing any difficulties with the application process, please contact us at workwithus@punchdrunk.com.

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

NOTES TO APPLICANTS

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time.

If you are called for an interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

RECRUITMENT TIMELINE

Deadline for applications: 10am on Monday 15th April

Interviews: First round interviews are expected to take place w/c 22nd April 2024, with second round interviews expected w/c 29th April 2024.

Contract commences: As soon as possible