

EXECUTIVE ASSISTANT

ABOUT UTOPIA

Utopia Theatre is a leading voice for African Theatre in the UK. Formed in 2012 by director Mojisola Kareem, with a mission to bring contemporary work celebrating elements of life, culture, language, and traditions from Africa to the British stage. The company is based in Sheffield and was provided with residency premises at Sheffield Theatres in 2016. We present productions there and tour nationally and internationally. We also pride ourselves on our ability to deliver our work both live and digitally, the latter enabled through the creation of a wealth of online resources and digital events. Our mission is to actively engage African communities, facilitate the development of emerging artists and foster dialogue and creative exchanges.

Find out more about Utopia and our work - <https://www.utopiatheatre.co.uk>.

JOB PURPOSE

Utopia is at a pivotal moment in its journey. We have received Arts Council England National Portfolio Organisation status.

We are looking for an Executive Assistant. The role is fast-paced and varied, designed to administratively support the Chief Executive/ Artistic Director. There is also scoped to get heavily involved in the company and support its plans. This role requires energy, enthusiasm, a proactive attitude, and attention to detail.

KEY RESPONSIBILITIES:

EXECUTIVE ASSISTANT

To support the Chief Executive/ Artistic Director, enabling the smooth and efficient running of the Company.

To support the CEO in the coordination of plans for Utopia Theatre.

EXECUTIVE TEAM SUPPORT

- Provide general administrative support to the Chief Executive/ Artistic Director including handling correspondence, answering phones, and fielding internal and external requests as appropriate.
- Day to day diary management of the Chief Executive/ Artistic Director including internal, external, and departmental meetings.
- Arrange work-related travel and accommodation for the Chief Executive/ Artistic Director as required.
- Assist the CEO/Artistic Director in the preparation and distribution of Board papers.

- Maintain the filing systems (including an up-to-date list of contacts) on behalf of the Chief Executive/ Artistic Director
- Undertake research and administration of specific projects as required.
- Liaising to organise and book meeting rooms as necessary.
- To lead on the organisation of Press and Guest Nights for shows and other events, both internally and externally
- Managing Utopia Theatre Company ticket allocations and house seat requests
- Take minutes and prepare briefings as required.
- Assisting our accountant and the Chief Executive/ Artistic Director with Arts Council submissions
- Be the first point of contact on behalf of the Chief Executive/ Artistic Director
- To undertake such other reasonable duties as may from time to time be required.

UTOPIA PERFORMANCE LAB

- Support the CEO/Artistic Director in the plans for successfully running a collaborative, welcome space for the company.
- Be a first point of contact both internally and externally, fielding queries and arranging bookings as necessary.
- Coordinate meetings and consultations with the Sheffield City Council and other partner organisations.
- Continually undertake research to ensure the activities are relevant and engaging
- Build and maintain a practical, working knowledge with Sheffield City Council and supporting organisations as necessary.

CREATIVE TEAM SUPPORT

- Support the Creative Team to ensure the smooth running of activities and events, as required.
- Schedule and prepare for internal Creative Team meetings; monitor and update programme planning documents.
- Taking a lead on the organisation of staff attending events such as the Edinburgh Fringe Festival, including overseeing travel, accommodation, and tickets
- Assisting with the administration of coverage for the Creative Team

GENERAL DUTIES

- Attend internal meetings as required.

- Be an informed point of contact for the team, with a current knowledge of Utopia Theatre's creative priorities and programme of events.
- Attend and engage with events such as press nights, guest nights and development /sponsor events at Utopia Theatre and other organisations.
- Assist with arranging company-wide events such as board away day, staff lunches and the Company Christmas / New Year party.
- Administrate all aspects of the role, including filing and record keeping and reporting as required.
- Answer phones as part of the general administration line.
- Contribute towards Utopia Theatre's Equality, Access, and Diversity policies.
- Any other duties the Chief Executive/ Artistic Director may reasonably require.

PERSON SPECIFICATION EXPERIENCE

- Demonstrable experience in an administration support role
- Experience of working in a busy office environment
- Experience of working within a theatre / arts organisation would be preferable.

SKILLS

- Excellent administrative and organisational skills
- Strong written and verbal communication skills with the ability to engage with a wide range of personalities and backgrounds.
- Good attention to detail
- The ability to work both reactively and proactively.
- The ability to work efficiently to deadlines.
- Discretion, tact, and empathy – particularly when handling sensitive or confidential information.
- Good level of computer literacy
- Ability to work independently but also as part of a team.
- Ability to work in a fast paced, energetic, and demanding environment.

QUALITIES

- An interest in and enthusiasm for theatre.
- Friendly, efficient, and helpful attitude
- Highly organised and self-motivating, with the ability to prioritise short-term and long- term tasks.
- Enthusiasm and support for Utopia Theatre's vision and growth
- Knowledge and experience of Sheffield would be desirable.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

TERMS:

Work address: The Crucible, 55 Norfolk Street, Sheffield, S1 1DA

SALARY

Salary £26,000 to £30,000 depending on experience.

Days/Hours 5 days per week (8 hours per day)

Position: This is a permanent (fixed contract), full time post subject to a three-month probationary period.

Duration: 1st April 2024 - 31st March 2027

35 hours per week worked as Monday – Friday 10am-6pm (including a 1-hour unpaid lunch break)

Normal office hours are 10am to 6pm, between Monday and Friday. The annual paid holiday entitlement is 20 days plus public holidays. The successful candidate will be expected to apply for an enhanced DBS check or hold a valid DBS certificate granted in the past 18 months.

PENSION

The Company operates an auto-enrolment pension scheme. This is at the rate of 3% from the employer and 5% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

EQUAL OPPORTUNITIES

Utopia Theatre aims to be an equal opportunities employer. All staff members are required to adhere to Utopia's Equal Opportunities Policy, which is available upon request.

STAFF BENEFITS

- Complimentary tickets for Utopia Theatre productions
- Training and development opportunities
- Annual staff party

This list of responsibilities is not exhaustive, and the Executive Assistant may be required to perform additional duties as required by the Artistic Director/Chief Executive or the Board of Directors.

To apply for this role, send an updated CV and Covering letter to The CEO and Artistic Director, Mojisola Kareem at info@utopiatheatre.co.uk