

Job Description

Job Title:	Executive Assistant	Department:	Programming
Responsible To:	Artistic Director	Salary:	To £30k subject to experience
Location:	Pitlochry Festival Theatre	Position Type:	Permanent
Working Hours:	35 hours per week, annualised contract		
Key Relationships	The post reports to the Artistic Director. They will work closely with the Programming team, the Senior Management Team as well as other members of the wider team.		
Context	<p>Pitlochry Festival Theatre has been providing a unique cultural experience for over 70 years, appealing to national and international audiences and visitors.</p> <p>We are Scotland's leading producer of musical theatre, and the country's only rurally located, major arts organisation.</p> <p>Our home is a glorious eleven-acre campus that includes the Explorers Garden.</p> <p>More than a place to come and see a show, we offer great theatre and art for all in an inspiring, creative atmosphere.</p> <p>Pitlochry Festival Theatre's campus now comprises a 538 seat Main Auditorium, a 172 seat Studio theatre as well as our Amphitheatre and Bandstand located in the theatre grounds.</p>		
Purpose and Key Accountabilities	<p>To support the Artistic Director in executing their role at Pitlochry. Principally by ensuring that the Artistic Director is well organised, well briefed, and supporting all of the Artistic Director's key relationships.</p> <p>To ensure that the Theatre maintains and develops its role as a leading Scottish producing theatre with a national reputation.</p>		

Key Tasks:

What you'll be doing	<p>Key duties include</p> <ul style="list-style-type: none"> • Ensuring that the Artistic Director's external communication is well managed, briefing the Artistic Director on a timely basis and coordinating key relationships. • Helping prioritise the Artistic Director's workload for Pitlochry, triaging competing demands and ensuring that workload is efficiently handled. • Research work as directed by the Artistic Director. • Representing the organisation at meetings and events, promoting its values and culture.
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Responsibilities	<p>1. Organise the Artistic Director's time</p> <ul style="list-style-type: none"> • Take instruction from the AD on diary management and prioritisation. • Triage and co-ordinate both internal and external demands on the Artistic Director's diary • Structure the Artistic Director's workload to ensure optimal performance <p>2. Manage the Artistic Director's communications</p> <ul style="list-style-type: none"> • Acknowledge and respond to all inbound communications appropriately • Ensure that the Artistic Director's inbox and other routes of communication are processed on a timely basis. <p>3. Ensure that the Artistic Director's team is well informed</p> <ul style="list-style-type: none"> • Pass on information and instructions with sufficient briefing. • Triage time with the Artistic Director for internal company matters.
Compliance	<p>Ensure compliance with data protection.</p>
Environmental	<p>To support the Executive Director, as Chief Executive of the organisation, and the nominated Green Champion in meeting organisational aims and ambitions for its environmental impacts.</p> <p>Collaborate with the Green Champion to implement sustainable practices across producing activities.</p>
Health and Safety	<p>To support the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974.</p> <p>Attend training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.</p>
Other	<p>To champion and promote organisational values and behaviours and act as an ambassador for the Theatre.</p> <p>To always act in the best interests of the Theatre and in line with all company policies.</p> <p>Any other duties or projects required by the Executive Director or Board of Trustees to ensure the general smooth and efficient operation of the buildings and organisation.</p> <p>Assist the Department with work experience placements, offering work shadow opportunities, training and mentoring as required.</p> <p>Actively promote staff welfare, development and training opportunities throughout the Theatre.</p>



Pitlochry Festival Theatre | +44 (0)1796 484626
Registered Office: Port-Na-Craig, Pitlochry PH16 5DR
Company Limited by Guarantee: Registered in Scotland SC029243
Regulated by the Scottish Charity Regulator (OSCR) SC013055



Person Specification

Our purpose and our values

We exist to improve lives by sharing Pitlochry with the world and the world with Pitlochry.

We do this:

- By creating theatre that excites, engages, and challenges.
- By inspiring imaginations, senses of adventure, and new levels of understanding that change worlds.
- By nurturing environments to encourage wellbeing, growth, connection, and a sense of belonging.
- By exploring new ways of seeing and collaborating.

In everything we do we are creative and respectful, and in every situation, we are collaborative and empowering.

Personal behaviours and style

We are looking for people who share our core values and can demonstrate their commitment to:

- Commitment to Excellence
- Teamwork
- Creativity
- Inspirational sense of belonging
- A nurturing environment

The successful candidate will need to be able to demonstrate the following skills, experience, and attributes in both the written application and the interview process:

Requirements	Essential	Desirable	Assessment Method
Qualifications, and education	<p>We welcome applications from candidates of any background and educational experience.</p> <p>The key requisite is that the candidate should have excellent communication and organisational skills.</p>		



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Requirements	Essential	Desirable	Assessment Method
Skills and Abilities	<p>Experience of organising and prioritising incoming workload of self and others.</p> <p>Great written and spoken communication skills.</p> <p>Ability to communicate effectively with a wide range of stakeholders.</p> <p>Ability to think creatively.</p>		
Personal qualities	<p>An affinity for the purpose and work of the Theatre and a passion to play a key role in shaping and achieving the Theatre's success.</p> <p>Discreet, organised and professional.</p> <p>An understanding of working in a senior management environment, and an understanding of how to prioritise workload and stakeholders.</p> <p>Collaborative in nature with a willingness and enthusiasm to work closely with colleagues to achieve shared goals.</p>		



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