

Executive Personal Assistant

Joyce Fraser OBE, Founder and Chair of the Black Heroes Foundation, is recruiting for the position of a freelance Executive PA, to provide her with support, across her Trustee roles and Theatre Productions, including her role as a Stage One theatre producer bursary recipient. This position is initially for a period of 6 months.

Joyce is looking for an experienced individual who will provide proactive, confidential and high-quality support in the areas of administration, governance, funding, and productions.

The ideal candidate should have a minimum of two years' experience working in a busy creative environment preferably in a theatre producing capacity.

Providing support with:

Theatre Production

- Being key contact for stage management, creative teams and casts throughout pre-production, rehearsals, tech, previews and running, attending shows regularly
- Practical activities to stage or venue-manage activities
- Ensuring all marketing materials contain accurate information with regard to co-producers, creative and production teams and casts
- Assisting the organisation and management of events such as press nights, supporters' evenings and guest events
- Assisting the General Manager of theatres in the smooth running of the venue during production runs and one-off events

Administration

- General administration, including producing correspondence and diary management
- Maintain and monitor budgets and expenses
- Meetings - recording minutes and/or reporting back with actions
- Producing timelines and reviews of projects
- Develop, manage and maintain a system that alerts to upcoming deadlines on incoming requests, or events or projects
- Undertaking research.
- The production of papers for meetings, undertaking research and producing draft reports, as required

Governance

- Managing the circulation and storage of governance documents
- Monitoring and reporting against progress on governance-related actions and targets.
- Maintenance and report on a timeline of all funding reporting and submission requirements, advising of priority deadlines

Funding

- Researching funding requirements, collating information and managing the submission of information
- Compilation of reports to existing funders
- Fundraising and profile-raising activities

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Person Specification

- Excellent experience in theatrical productions
- A keen interest and experience in promoting Black culture
- Excellent communication and interpersonal skills to work across all levels of the organisation and externally with key decision makers and influencers.
- Proven ability to work collaboratively with internal individuals/teams and external parties in a fast-changing environment.
- Professional demeanour
- Flexible and adaptable in approach to working hours and job tasks.
- Measured and energetic with a 'let's roll up our sleeves' attitude.
- Ability to exercise high level of discretion
- Ability to work on own initiative to achieve results.
- Ability to assimilate complex materials.
- Ability and willingness to occasionally work out of office hours as appropriate.
- Demonstrable work-related experience supporting Senior Executives, Chairs and Boards.
- Budget management experience.
- Developing and reporting on measures for projects and programmes.

Location

Black Heroes Foundation has office space at Battersea Arts Centre, Wandsworth and Somerset House, Strand, London; which are occasionally used for meetings and events. The bulk of work is homebased, together with the use of Zoom meetings.

Rate

£120/day

Period

Freelance, Part Time, 6 months

Applications:

Please complete the application form and attach a full CV and letter of application by Fri 23 December 2022 to the following link [BHF Application Form](#)

Contact/Queries:

Claire@blackheroesfoundation.org