

MAESTRO*ARTS*

EXECUTIVE ASSISTANT/ OFFICE MANAGER

Job Description

Maestro Arts offers a bold new vision for the performing arts. Our international management company provides worldwide representation for conductors, composers, visual artists, lecturers, stage designers and directors. We seek to unite outstanding performers from the world of classical music with innovative visual artists, other creative partners, international venues, and arts organisations.

Reporting to the Managing Director, this role provides dedicated support to our Leadership team while overseeing the smooth and efficient day-to-day running of the office. It is a varied and hands-on position combining executive support, office management, HR administration, and operational coordination.

Key activities

Executive Support:

- Manage and coordinate Leadership team's diaries, scheduling internal and external meetings and ensuring all entries are kept up to date in Overture
- Organise complex travel arrangements, including flights, accommodation, visa applications, and detailed itineraries
- Prepare briefing materials and provide administrative support as required
- Handle confidential and sensitive correspondence with discretion

Human Resources:

- Support recruitment processes in collaboration with line managers
- Coordinate onboarding and induction for new staff
- Maintain personnel records, job descriptions, and staff documentation
- Assist with HR policies and ensure awareness of current employment legislation
- Administer company insurance arrangements

Office Management:

- Oversee the day-to-day running of the office, ensuring a well-organised and efficient working environment
- Manage relationships with suppliers, service providers, and Somerset House facilities
- Coordinate procurement of office equipment and supplies
- Monitor office budgets and approve invoices related to office operations
- Maintain company policies, manuals, filing systems, and archives
- Ensure compliance with Health & Safety regulations and company insurance requirements
- Organise internal meetings, events, meeting room bookings and concert ticket requests

Virtual Office/ IT Support:

- Act as the main point of contact for day-to-day IT matters, liaising with external consultants as required
- Support and maintain internal systems, including Overture (in coordination the Head of Administration) and Microsoft Office Suite
- Manage IT equipment inventory and coordinate procurement

Maestro Arts Limited is a company registered in England and Wales

Company No. 7783894 | VAT No. GB 124 1313 67

Registered Office: 82 Wandsworth Bridge Road London SW6 2TF

Postal Address: Somerset House West Wing London WC2R 1LA

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- Assist with system updates, compliance, and internal training initiatives
- Support broader IT and digital projects as required
- Provide cover for social media activity in the absence of the Communications Manager

Accounting:

- Process and reconcile credit card statements and expense claims

General:

- Undertake additional duties as required to support the team and business operations

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. It is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation, which will meet the changing needs and demands of the service. This enables the particular expertise of the post holder to be developed and maximised to the mutual benefit of both employer and employee.