

EXECUTIVE ASSISTANT/ OFFICE MANAGER

Person Specification

Reporting to the Managing Director, this role supports our Directors and is central to the smooth day-to-day running of the office. We are seeking an experienced and highly capable Executive Assistant/ Office Manager who can provide proactive support to senior stakeholders while ensuring the efficient coordination of all operational activities, including travel, scheduling, administration, and office management.

Key attributes

Flexible – demonstrates a high degree of flexibility and thrives in a fast-paced, evolving environment.

Multitasker – comfortable managing shifting priorities and responding quickly to changing needs.

Resourceful – proactive and solution-focused, with the ability to research, identify and implement effective solutions to operational and administrative challenges.

Adaptable – quick learner, enjoys tackling new things and able to take on new challenges.

Technical – a good understanding of office computing needs, familiarity with cloud-based computing.

Interpersonal and communication skills – approaches situations with professionalism, discretion and empathy. Builds effective working relationships across teams, artists and external partners. Confident in handling sensitive and confidential information.

Secretarial/Administration – strong secretarial and organisational skills, with the ability to manage documentation and information efficiently. Proven experience arranging complex travel, scheduling meetings, and coordinating logistics. Resourceful, with the initiative to research solutions and resolve issues independently.

Financially astute – numerate and commercially aware, with the ability to manage budgets, compare options and ensure value for money.

Attention to detail – excellent accuracy in scheduling and coordination, and proofreading of materials.

Analytical – able to assess information effectively and identify practical solutions.

Industry – a strong interest in, or experience within, the performing arts, particularly classical music, is desirable.

Languages – knowledge of European languages (spoken and/or written) would be very welcome.