

# BELGRADE THEATRE

## CANDIDATE PACK PERSONAL ASSISTANT

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# HELLO AND WELCOME

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**Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and ACE Uplift to a Band 1 organisation.**

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have two auditoria (858 and 250 seats), four studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation, and are implementing ambitious plans that build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.



# OUR MISSION AND VALUES

## NEW VALUES TO INSPIRE

**ACTING TOGETHER:** We believe by collaborating and co-creating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

**COME AS YOU ARE:** We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

**ALWAYS EVOLVING:** We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

## OUR STRATEGIC PRIORITIES

**REPUTATION:** Grow the profile of the Belgrade as a centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

**RESILIENCE:** Future proof the organisation, securing long-term financial and environmental sustainability.

**INCLUSION:** Embed diversity, access and inclusion in every aspect of what we do.

## A NEW MISSION TO PURSUE:

To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

## AS A STAGE FOR COVENTRY:

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

## AS A THEATRE OF LEARNING:

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

## AS A THEATRE OF TRANSFORMATION:

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education.

Over the next 3 years we will lead a 'people first' approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.





# JOB DESCRIPTION

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**Post:**

**PERSONAL ASSISTANT**

**Salary & Band:**

£26,000-29,000 depending on experience

**Department:**

Producing

**Contract:**

Permanent

**Hours:**

Full-Time

**Reporting To:**

Creative Director

**Location:**

The Belgrade Theatre, Coventry

**JOB PURPOSE AND ROLE:**

We are seeking a highly organised and adaptable Personal Assistant to support our Creative Director. This role requires someone who is highly efficient in managing administrative and personal tasks. You will act as the right-hand person to the Creative Director, helping to manage professional responsibilities to enable smoother workflow in a creative and fast-paced environment.

This role requires strong organisational and communication skills, as well as a good understanding of the creative industries.



# WHAT YOU WILL DO

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## PRINCIPLE DUTIES & RESPONSIBILITIES:

### Administrative Support

- Manage the Creative Director's calendar, including scheduling meetings, appointments, including personal engagements,
- Coordinate travel arrangements, itineraries, and accommodation,
- Act as the point of contact for the Creative Director internally and externally,
- Manage incoming and outgoing communication (emails, phone calls, WhatsApp),
  - Manage the email Inbox including reviewing, drafting emails and managing correspondence,
  - Identify any urgent tasks, flagging with Creative Director via WhatsApp or in person,
  - Identify, and flag, any queries/requests from key people (key stakeholders) e.g. Board members, Creatives, CEO,
- Assist in preparing reports, presentations, and documents, including drafting and proofreading as required,
- Maintain paper and electronic filing systems, ensuring all materials and projects are easily accessible,
- Attend meetings to document key decisions, actions etc, update the Creative Directors TODO list,
- Preparation for meetings, including printing of documentation/briefing notes, providing previous notes/actions etc, ensuring Creative Director has visibility for actions they need to complete ahead of the meeting,
- Manage and file Creative Director's expense claims and credit card reconciliation,
- Support data monitoring and reporting,
- Order office supplies and ensure Directors' office is well-maintained,
- Provide research support for the Creative Director.

### Task & Time Management

- Maintain the Creative Director's TODO list, reviewing and updating on a regular basis,
- Ensure tasks are prioritised effectively, provide clear reminders and help to break down complex projects into manageable steps,
- Ensure the Creative Director has visibility for deadlines for creative projects, providing gentle and consistent reminders to keep timelines on track,
- Maintain a structured daily routine, offering flexibility when needed, to accommodate the Creative Director's workflow and needs,
- Ensure clear lines of communication between the Creative Director, the CEO and The Board of Trustees.



# WHAT YOU WILL DO cont

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## **Creative Project Support**

- Act as a sounding board for ideas, helping to document and organise creative thoughts and inspirations,
- Assist in managing the Creative Director's personal creative projects, from concept development to completion,
- Liaise with team members, clients, and other stakeholders, ensuring communication is clear, concise, and free from ambiguity, as well as developing creative solutions to ensure projects are completed on time and within budget,
- Ability to monitor and report on project progress, as well as troubleshoot any issues that arise.



# WHAT ARE WE LOOKING FOR

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## PERSONAL ATTRIBUTES:

### Key Personal Qualities

- **Empathy & Understanding:** The ideal candidate must have an understanding of neurodiversity,
- **Patience:** Demonstrate patience in dealing with a variety of tasks and possess the ability to manage stressful situations, calmly,
- **Adaptability:** Able to respond to changing circumstances or of creative direction, providing structure while remaining flexible,
- **Detail-Oriented:** Be highly organised with an eye for detail, ensuring that nothing falls through the cracks,
- **Proactive:** Take initiative, allowing the Creative Director to stay focused on creative work.

### Ideal candidate should possess the following

- Excellent written and spoken English skills,
- Experience in maintaining and monitoring complex diaries and travel arrangements,
- Experience working as a Personal or Executive Assistant, or similar administrative role within the arts industry,
- Excellent communication skills and thorough understanding of Microsoft Office,
- Be highly organised, with the ability to multi-task and work to tight deadlines,
- Ability to remain calm under pressure and be a real problem solver,
- A can-do attitude with energy and a positive approach is needed, together with excellent forward planning and logistics skills.





# ADDITIONAL INFORMATION

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- The Belgrade operates a House Agreement based on the UK Theatre (formerly TMA)/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Handbook outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters
- Employees' health and safety is of paramount importance, and Management insists that an employee obtains written express permission to take on any paid work or other employment during periods of TOIL (Time Off In Lieu) or holiday. No permission will be given for the first 28 days of holiday as this is a statutory requirement
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK
- The candidate's contract of employment with the Belgrade Theatre does not come into force until the first day of work
- Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre's Café and Bars
- Starting date: ASAP
- **Salary:** £26,000-29,000 depending on experience
- Probationary period: There is a probation period of 3 months during which the notice period is two weeks. After confirmation of appointment the notice period is 2 months
- Working Hours: This is a full-time post which is based on 39 hours Monday to Saturday, working 5 days out of 6. Sunday working paid as TOIL. Regular evening and weekend working
- Pension: The Belgrade Theatre runs pension auto enrolment and is currently making 3% employer contributions which will rise in line with legal requirements. The Theatre's appointed pension provider is NEST. Further details are available
- Holidays: 28 days per annum including Bank Holidays, rising by one day every complete year worked, to a maximum annual holiday entitlement of 33 days (including Bank Holidays).
- Location: Coventry





# HOW TO APPLY

Please send a **CV** and **covering letter** by **12 midday on Friday 15 November** to [recruitment@belgrade.co.uk](mailto:recruitment@belgrade.co.uk) or via post to: **Recruitment, Belgrade Theatre, Belgrade Square, Coventry, CV1 1GS.**

Please clearly mark the subject of your email, or address on the front of your envelope, as Personal Assistant.

**Your CV should include:** dates (months/years) of employment, job title and location. It should also include the name, work address, email address and phone numbers of two referees with a note to say how they know you.

**Your covering letter should include:** why are you interested in this post (e.g. what qualities you think you can bring to the job, your relevant skills, any additional information you feel supports your application). We recommend that you tell us what you can about yourself, with reference to the **What You Will Do & What We Are Looking For** sections. Please also include any relevant qualifications or training courses attended.

Alternatively, we can accept applications in other formats, including voicenote or video.

Your covering letter should be no more than two sides of A4/500 words or a video/voicenote of no more than five minutes in length.

If you are applying through the **Disability Confident Scheme**, please reference that in your cover letter or application, and also complete the disability confident survey via this link: [Disability Confident Survey](#).

If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs. We particularly welcome applications from people of the Global Majority, people who are disabled, neurodivergent and people who are currently under-represented in our industry.

Interviews will take place **w/c 25 November**.

## EQUAL OPPORTUNITIES FORM

The Belgrade Theatre is committed to ensuring equal opportunities, aiming to attract and work with staff from a wide diverse pool. The information that you give us on this form will be treated confidentially and stored on our HR database as statistical information only. This will be used to help monitor the diversity of applicants and to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone in any form other than anonymous data.

Please complete our monitoring form via this link: [Diversity and Equal Opportunities form](#).



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THEATRE**