



JOB DESCRIPTION



Job Title	Executive Assistant to the Vice Principal & Director of Drama
Department	Guildhall School of Music & Drama
Grade	C
Location	Guildhall School of Music & Drama – Drama
Responsible to	Vice Principal & Director of Drama
Responsible for	n/a

The School

The Guildhall School of Music and Drama, is a world leading specialist Performing Arts Conservatoire, investing in the artists of today and tomorrow. Guildhall School is a vibrant, international community of young musicians, actors and production artists in the heart of the City of London. Ranked as the top conservatoire in the Guardian music and drama league tables, the School is a global leader of creative and professional practice, which promotes innovation, experiment and research, with over 1,000 students in higher education, drawn from nearly 60 countries around the world.

The School has recently launched a new strategic plan which will see the Drama Department developing distinctive degree programmes in new areas to expand on its current provision, including a range drama courses aimed at under 18 year olds.

The Drama Department

It is a significant time to be joining the Drama Department at Guildhall, as we launch our new BA acting programme in September 2021 and prepare to launch a suite of new BA, MA and HE Cert programmes over the coming years, all of which place inclusive, pioneering and progressive practice at their core.

The post

As well as possessing up to date knowledge of the theatre and wider performing arts industry the post holder will have a good understanding of administrative best practice and strong interpersonal skills, enabling effective communication at all levels within the institution and with external organisations and individuals. An eye for detail, the ability to work independently and a commitment to inclusive and progressive practice are all crucial to this vital role.

Main Duties & Responsibilities

1. To provide a high standard of administrative support to the Vice Principal & Director of Drama whilst maintaining tact and discretion at all times.

2. To establish the role as a key point of contact to and on behalf of the Vice Principal & Director of Drama, developing a strong network of internal and external contacts at the highest level, and ensuring effective lines of communication.
3. To liaise with staff and students and external stakeholders on behalf of the Vice Principal & Director of Drama.
4. To create and maintain professional standards using tact, discretion, courtesy and diplomacy at all times.
5. To plan workload, manage diary commitments including external appointments, invitations and organise hospitality relating to the Vice Principal & Director of Drama's responsibilities.
6. To organise all local, national and international travel and accommodation arrangements.
7. To manage incoming and outgoing communications (post/ e-mails/ phone calls), showing only necessary material to the Vice Principal & Director of Drama and making decisions and actions on managing the remainder as appropriate.
8. To set up and oversee the use of appropriate office systems i.e. diary and meeting schedules, post, filing system etc., and administrate these efficiently and effectively.
9. To prepare and process payments for the Vice Principal & Director of Drama expenditures using the appropriate systems.
10. To provide administrative support to a variety of committees and working groups chaired by the Vice Principal & Director of Drama. This involves preparing agendas, taking and distributing minutes and following up on actions.
11. To draft reports and complex correspondences on the behalf of the Vice Principal & Director of Drama and to proof these to ensure they are of the highest possible standard at all times.
12. To undertake ad-hoc project work on the behalf of the Vice Principal & Director of Drama, along with assisting them in project activities, implementing and facilitating the projects as appropriate.
13. To monitor the Vice Principal & Director of Drama's corporate budget using the appropriate procurement systems and liaising with the Finance department.
14. To undertake other duties as required by the Vice Principal & Director of Drama.
15. To coordinate the set up and running of key events within the department (i.e. alumni visits) including managing the catering arrangements, staffing support, RSVPs, room booking etc.
16. To represent the Guildhall School and Drama department at various School performances, events and external functions outside usual working hours when required.
17. To liaise with Production Arts & Drama Administration Office, facilities, HR and IT as required.

Health and Safety

To take reasonable care for all health and safety matters concerning yourself and those around you, in accordance with the City of London Corporation's Health and Safety procedures.

Equal Opportunities

To conduct all activities taking account of the City of London Corporation's Equal Opportunities' policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote the City's commitment to equality and diversity and to ensure that any direct reports comply with the policy in all their activities.



PERSON SPECIFICATION



Job Title	Executive Assistant to the Vice Principal & Director of Drama
Department	Guildhall School of Music & Drama
Grade	C
Trent Position Number	19E0078/002

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

Essential

- Educated to degree level or equivalent. (A, I)

Experience Required

Essential

- Proven experience and track record of providing quality creative, personal and administrative assistance and support at senior level. (A, I)
- Experience of working in the theatre industry and an understanding of contemporary performance context. (A, I)
- Experience of providing professional administrative support to a variety of committees and working groups including diary management, minute-taking, preparing papers, preparing agendas etc. (A, I)
- Experience of project management, strong organisation skills and ability to meet tight deadlines. (A, I)
- Experience of working independently under pressure in a multi-task environment as well as part of a dynamic and supportive team (A, I)
- Experience of implementing and improving systems. (A, I)
- Experience of co-ordinating projects. (A, I)
- Experience of controlling budgets. (A, I)

Desirable

- Experience of working in a Higher Education establishment (A, I)
- Sensitivity to and interest in, the needs of students and staff in a performing environment. (A, I)
- An interest in working in a creative artistic environment. (A, I)

- An interest in attending industry events. (A, I)
- Experience of using a variety of databases i.e., room bookings; purchase orders etc. (A, I)

Technical Skills

- Excellent interpersonal skills with the ability to handle issues with tact, sensitivity and diplomacy and to maintain confidentiality where appropriate. (A, I)
- Excellent oral and written communication skills and commitment to accuracy and attention to detail. (A)
- Ability to draft complex correspondences and reports. (A, I)
- Ability to negotiate effectively and respond imaginatively to challenges. (A, I)
- Flexible, able to prioritise effectively and manage more than one project at once. (A, I)
- Knowledge of Microsoft Office including the ability to interpret and constructively use/produce information in spreadsheet format. (A, I)
- Ability to understand, interpret and constructively use information gathered in the course of duties. (A, I)
- Able to develop and sustain relationships, internally and externally, to a very high level. (A, I)
- Self-motivated and a self-starter with excellent time management. (A, I)
- Ability to use own initiative and make decisions with an innovative approach to problem solving. (A, I)

Other Relevant Information eg. working hours or desirables (only if applicable)

May be required to work outside core office hours on occasion.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment



Job title: Executive Assistant to the Vice Principal & Director of Drama

Department: Guildhall School of Music & Drama

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £30,080 - £33,830, per annum including inner London weighting, depending on experience. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

New appointees will normally be placed on the bottom of the pay scale.

Contract

The job is offered on a Permanent basis.

Hours of Work

Normal office hours are 35 hours per week excluding lunch breaks, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is a minimum entitlement of 24 days annual holiday pro-rata, plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme if you have a contract of employment for more than 3 months. Employees contribute between 5.5 and 12.5% of their pensionable pay to the scheme, depending on salary. If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month's notice in writing by either party after satisfactory completion of the probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.



The Guildhall School of Music & Drama

Selected as one of the top ten institutions for performing arts in the world (QS World University Rankings 2016) and the top-rated conservatoire in the Guardian University Guide 2017 league table for Music, the Guildhall School is one of the world's leading conservatoires and drama schools, offering inspiring undergraduate and postgraduate training in the performing arts. A thriving Junior Guildhall, the recent addition of the Centre for Young Musicians, a Creative Learning outreach division and a range of summer schools and short courses further complement the outstanding opportunities available.

Since its founding in 1880, the Guildhall School has stood as a vibrant showcase of the City of London Corporation's commitment to education and the arts. Situated in the heart of the City, the School moved to its present premises in the Barbican in 1977, solidifying a unique performance and learning partnership with Europe's largest arts and conference venue, the Barbican Centre, and its resident orchestra, the world-class London Symphony Orchestra. The School has also developed partnerships with three other key organisations - the BBC Symphony Orchestra, the Royal Opera House and the Academy of Ancient Music - organisations that contribute significantly to our programmes of study and provide Guildhall students with many exciting opportunities.

The reputation of the teaching and increasingly the research across all the disciplines in the School is unrivalled. Students experience working in a professional context to professional standards, drawing on a pool of outstanding world-renowned artists who work with us as directors, conductors, coaches and tutors. Our graduates consistently succeed at the highest levels of their chosen profession.

The School has just over 900 students on its roll call, approximately 750 of whom are Music students and 180 in Acting and Technical Theatre. We welcome applications from across the globe: in any given year, about 40% of our students are from outside the UK, typically representing over 50 nationalities. And we enrol students from all backgrounds, offering over £2 million in scholarships each year.

In autumn 2013, the most significant investment in the Guildhall School for 36 years was unveiled: the £90 million redevelopment of our neighbouring Milton Court site. This state-of-the-art building, an addition to our existing Silk Street facilities, houses three new performance spaces: a world-class concert hall (608 seats), theatre (223 seats) and studio theatre (up to 128 seats), as well as high quality teaching and administration spaces. With the opening of Milton Court, the Guildhall School's facilities at long last match the outstanding quality of our training and the success of our graduates.