

opera
north

Opera North Job Pack
Executive Assistant



Opera North's purpose is to create extraordinary experiences every day, using music and opera to entertain, engage, challenge and inspire.

Our people

Working at Opera North you will be part of a company and group of people committed to fulfilling this purpose. Whatever role you take we will provide you with an induction plan that introduces you to your job and the team you'll be working in, as well as giving you the opportunity to meet colleagues across the company. Our success in delivering against our purpose will be built on the commitment, skills, diversity and well-being of the people who work at Opera North, and we will invest in training to develop our people both professionally and personally, because we believe this strengthens not only our company, but also the wider creative sector.



Our communities and audiences are part of us and we are part of them.



Our award-winning work tours to theatre stages and concert halls throughout the North and beyond.



Who we are

Based in Leeds, rooted in the North of England and international in outlook, our award-winning work tours to theatre stages and concert halls throughout the North and beyond, including to London and major international festivals. Alongside touring opera, in Leeds we curate an eclectic artistic programme of gigs, concerts, spoken word and film in the Howard Assembly Room. We aim to make work that is bold, innovative and ambitious, always looking for new ways to share and create with audiences.

Music for everyone

Opera North believes opera and music is for everyone, and champions diversity in artists, repertoire and audiences. Through our Learning & Engagement team, the Company connects with communities and inspires each generation, aiming to enhance the health and well being of people in the cities, towns and villages where we work through arts participation and performance.

A new home

In 2021 we moved into our new home, the Howard Opera Centre. It is a world class rehearsal facility for our orchestra, chorus and all the artists we work with, sharing the same building as our new education studio where everyone is welcome to learn about and make music. We have also created a modern flexible working environment for our staff and given our venue, the Howard Assembly Room, a new lease of life with a dedicated entrance and public spaces, together with restaurant and bar in the heart of Leeds.

Leeds as a capital of culture

Leeds is the only city in England outside of London to have a resident full time opera company, ballet and repertoire theatre as part of a diverse, collaborative and thriving cultural scene. That rich offer has been complemented by a growing tech sector. Surrounded by the stunning Yorkshire countryside including the Dales, Moors and North Sea coastline, Leeds is a fantastic place to live and work.

Purpose of the role

This role provides professional, highly efficient and confidential administration support to the General Director (who is also the CEO).

Reports to

Governance Manager

Key accountabilities

- As first line contact for the General Director (GD), your main responsibilities will be:
 - Manage and triage GD's emails and other correspondence, including responding on GD's behalf and in their style
 - Manage GD's diary and travel
 - Provide other administrative support, as required, including expenses reconciliation
- Arrange planned and unplanned meetings, ensuring all facilities, rooms, technology and refreshments are in place to ensure they run smoothly.
- Attend events in support of the GD, Trustees and SLT, as required.
- Arrange national and international travel with supporting itineraries, ensuring all relevant documentation is provided ahead of time.
- Ensure all documents and correspondence are professionally and accurately presented, in a timely manner and in line with GDPR requirements, and stored in a shared area, as appropriate.
- Work with internal and external stakeholders to ensure accurate information sharing.
- Support the SLT, providing confidential administrative support, travel arrangements and other ad hoc project assistance.
- Assist Patrons and Trustees, arranging tickets for performances for Trustees and external contacts, and attending to their requirements at these events.
- Support the Governance Manager as necessary, including occasional deputising at formal Board and Board Committee meetings to take minutes, as required, and ensuring minutes are distributed promptly.



- Support the Governance Manager with the collection and submission of data to Arts Council England for their annual survey.
- Perform related duties as assigned/directed.

Person Specification

Qualifications

- Educated to A-level standard or equivalent experience.
- Secretarial qualifications may be of benefit.

Experience / skills required

- Demonstrable experience of working in a PA/EA or senior administrative role.
- High level of accuracy and attention to detail.
- Ability to anticipate changing priorities and think several steps ahead, responding flexibly to changes and prioritising workload of self and GD accordingly.
- Excellent standard of written and spoken English, with the ability to draft emails and other correspondence in the 'voice' of the GD.
- High level of computer proficiency, including Microsoft applications (Word, Excel, Outlook, PowerPoint, Teams, SharePoint), Adobe, databases and internet applications.
- Ability to maintain confidentiality, and operate with tact and discretion.
- Ability to establish, communicate and maintain viable systems for working effectively with GD.
- Ability to challenge the status quo, and make suggestions.
- Strong interpersonal skills with the ability to communicate effectively with people at all levels and from all backgrounds.
- Experience of national and international travel and accommodation booking.
- Minute-taking experience.
- Ability to work independently and collaboratively.
- An interest in the work of Opera North.

Other:

- Flexibility to work occasional evenings and weekends.





Terms and conditions

Contract type: Full-time, permanent

Salary: £30,000 per annum

Hours of work: Mon-Fri 10am-6pm (On-site)

Holiday entitlement: 33 days inclusive of 8 statutory holidays, per annum

Pension: Opera North will automatically enrol you into the company pension scheme upon appointment and after 3 months' service will contribute equivalent to 5.5% of your basic pay, should you meet the current legislative criteria. You will be required to make a personal contribution of 2.5% of your basic pay. We reserve the right to make future changes to our pension arrangements.

Equity, diversity and inclusion

We promote equity, diversity and inclusion in our workplace and make recruitment decisions by matching our needs with the skills and experience of the candidate. As we work to address underrepresentation in our workforce, we are particularly keen to hear from applicants from the global majority or those with other protected characteristics.

The successful candidate must have the right to work in the UK or be ready to obtain it.

General responsibilities of everyone who works for us:

- Represent the company values and purpose to create extraordinary experiences everyday
- Work collaboratively and co-operatively with all team members and take an active part in team meetings and discussions
- Be an ambassador for Opera North and follow our policies and procedures
- Play your part in ensuring that everyone who comes through our door is welcomed and treated with respect

How to apply

To apply for this role, please send a CV and covering letter via the Hireful website.

If you need any help completing your application including any adjustments to the application process, please contact appointments@operanorth.co.uk to make us aware.

Good luck with your application and we look forward to hearing from you.



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