



THE JAMIE LLOYD COMPANY

POSITION AVAILABLE

The Jamie Lloyd Company is the leading West End and Broadway production company led by Artistic Director and Executive Producer Jamie Lloyd. The company creates groundbreaking productions with the very best acting talent in the world. The company's work includes radical reappraisals of *Sunset Boulevard*, *The Effect*, *A Doll's House*, *The Seagull*, *Cyrano de Bergerac*, *Betrayal*, *The Maids* and *Macbeth*, with casts including Uzo Aduba, Zawe Ashton, Hayley Atwell, Gemma Chan, Emilia Clarke, Jessica Chastain, Paapa Essiedu, Claire Foy, Martin Freeman, Kit Harington, Tom Hiddleston, James McAvoy, Arian Moayed, Simon Russell Beale, Taylor Russell and Nicole Scherzinger.

@JamieLloydCo
thejamielloydcompany.com

Job Title: Executive Assistant & Office Manager

Responsible to: Executive Producer ("EP")

The Executive Assistant & Office Manager will provide valuable support, managing diaries as well as building good working relationships with a wide range of collaborators and members of the extended JLC team, handling day-to-day administration duties and being first point of responsibility for the management of the JLC office.

Your key responsibilities will include:

- First point of contact for the EP;
- Meeting and greeting people at all levels of seniority;
- Organising and maintaining the EP's diaries and making appointments;
- Dealing with incoming emails and post, often corresponding on behalf of the EP;
- Carrying out background research and presenting findings;
- Organising and attending meetings;
- Liaising with clients, artists and other staff;
- Organisation and logistics of events including gala and press nights;
- Contacts – ensure new contacts are added to the Executive's address books, maintain accurate Contact lists for various shows;
- Hospitality – organising hospitality for meetings, arranging gifts and cards etc to be sent when required;
- Expenses – EP and office expenses, credit card settlements and petty cash;
- Office Management including liaison with IT support, building management, insurance, postage, cleaning contractor, waste and recycling, air con, hospitality, coordinating meetings, health & safety, PAT, and maintaining records including HR;
- Booking production travel and accommodation for creative team members, company and cast where applicable;
- Arranging travel, visas and accommodation, and occasionally travelling with the EP to join meetings or to provide general assistance;
- Screening phone calls, emails, enquiries and requests, and handling them when appropriate.

The ideal applicant will:

- Have excellent communication and team-working skills to be able to deal with people at all levels both within the company and externally within the arts and entertainment industry;
- Be able to organise and prioritise multiple tasks simultaneously;
- Be attentive to requirements of EP, senior management and the company;



- Calm and patient approach, resourceful and proactive in dealing with problems and queries;
- Good IT skills and thorough knowledge of Microsoft Office including Excel & Word;
- Be able to conduct themselves and the business of the company with the upmost discretion;
- Demonstrate ability to learn quickly and potentially have some previous experience in theatre administration;
- Be able to work on their own initiative, as well as part of a team.

The above list of responsibilities is not exhaustive, and you may be required to undertake other responsibilities and training as requested by your line manager, appropriate to your position and requirements of the company.

Hours/Holiday

- Office hours are Monday to Friday 10am – 6pm. However, additional weekend and evening work is to be expected as well as occasional overnight stays away from home.
- Holiday: 25 days per year plus public holidays.

Salary

Competitive / Negotiable according to experience

Applications

To apply, please send a CV and covering letter (including salary expectations) to:

recruitment@thejamielloydcompany.com