

Executive Assistant to the Board of Trustees

Buxton Opera House, Buxton

£24,000 per annum (pro rata)

Part time, permanent (18.5 hours per week), flexible working (home working and/or office based)

Buxton Opera House is a beautiful Edwardian theatre and one of the country's finest examples of Frank Matcham theatre design. Under the leadership of Paul Kerryson, CEO, Buxton Opera House has become one of Britain's leading receiving theatres. Our programme comprises around 450 performances each year including dance, comedy, children's shows, drama, live music, pantomime and opera, with a thriving programme of work at the Pavilion Arts Centre which includes live music and a space for young artists to perform. The Opera House is also home to the renowned Buxton International Festival, now celebrating its 40th year, as well as a lively Fringe Theatre and Community and Education Programme.

The Executive Assistant will provide high level administrative support to the Board Chair, Committee Chairs, and Company Secretary to ensure the smooth functioning of the Board and associated sub-committees. The successful candidate will maintain an excellent working relationship with the Chair, Board members, Company Secretary, CEO and SMT ensuring that meetings are effectively organised, planned and accurately minuted.

The postholder must have at least 3 years' experience as a PA or EA (or similar) working at a senior level demonstrating an analytical and methodical approach to problem solving, have strong planning and organisational skills with close attention to detail and be able to handle and maintain confidential information with discretion. Experience of charity governance and Board administration is desirable, but not essential.

We want to employ passionate, hard-working and dedicated individuals who are committed to the future of Buxton Opera House; if this is you, do consider applying to work with us even if you don't meet all the criteria in job specification – we want to hear from you.

Ideally you will start as soon as possible, but we accept that notice may need to be worked. You can find out more about the role and working at Buxton Opera House by visiting our website.

If you feel you have the skills suitable for this role and wish to apply, please submit a covering letter setting out why you are suitable and why you want to work at Buxton Opera House (no more than two pages) along with your CV to recruitment@boh.org.uk.

Closing date for applications (although we may close the advert early if we receive a large volume of applications): **12 noon, Sunday 15 September 2024**

1st stage interviews: Thursday 26 September 2024.

We are strongly committed to diversity. We strive to recruit, retain and advance people of all backgrounds and particularly encourage applications from individuals who are underrepresented in the cultural sector.