

Annex 1

Job Description: Executive Assistant

About Utopia

Utopia Theatre is a leading voice for African Theatre in the UK. Formed in 2012 by director Mojisola Kareem, with a mission to bring contemporary work celebrating elements of life, culture, language, and traditions from Africa to the British stage. The company is based in Sheffield and was provided with residency premises at Sheffield Theatres in 2016. We present productions there and tour nationally and internationally. We also pride ourselves on our ability to deliver our work both live and digitally, the latter enabled through the creation of a wealth of online resources and digital events. Our mission is to actively engage African communities, facilitate the development of emerging artists and foster dialogue and creative exchanges.

Find out more about Utopia and our work - <https://www.utopiatheatre.co.uk>.

We expect all Utopia Theatre staff and volunteers to share, behave in accordance with, and promote Utopia Theatre's vision and values, acting as a brand ambassador, celebrating equality, diversity and inclusion in all our creative endeavours, projects and partnerships.

Vision: To be the UK's leading voice and producer of African theatre

Mission

Produce innovative contemporary African theatre productions and encourage authentic new voices from the African diaspora to share their stories on our stages and engage diverse audiences.

Profile: raise awareness and increase appreciation of African culture in the Arts.

People: Invest in the skills development of artists (people from the African community and practitioners passionate about African theatre) and support their route to regular employment. We want to provoke, educate, entertain, to challenge and to delight, create lasting memories and inspire others artistic experiences and journeys.

Partner: Nurture a network of partners and build mutual support in order to develop an innovative approach to working with the African community in the UK and to build global audiences.

Place: We tell epic stories in small and big spaces. We develop creative performance spaces (live and digital) where artists can come together to test ideas and experiment with new ways of working and lead to touring productions nationally and internationally.

We want to innovate the ways the public experience theatre so that it is not just in buildings but as part of their everyday lives, not just as observers but as participants, not just with words but with all the theatrical tools available.

Values: We believe:

- art has the **power and potential to change lives.**
- art succeeds most effectively when **people are put before profit.**
- art must be **available and accessible** as broadly as possible.
- in shared decision making, in **equal creative stake**, and fair and equal pay.
- in the **creative power of long-term relationships.**
- in **young people's potential to change the world** and their rights to be seen as part of that world
- in a world which **tells stories and narratives that connect us together.**

Job Purpose

Utopia is at a pivotal moment in its journey. We have received Arts Council England National Portfolio Organisation status. We are looking for an Executive Assistant. The role is fast-paced and varied, designed to administratively support the Chief Executive/ Artistic Director. There is also scoped to get heavily involved in the company and support its plans. This role requires energy, enthusiasm, a proactive attitude, and attention to detail.

Key Responsibilities: Executive Assistant

To support the Chief Executive/ Artistic Director, enabling the smooth and efficient running of the Company and coordination of plans for Utopia Theatre.

EXECUTIVE TEAM SUPPORT

- Provide general administrative support to the Chief Executive/ Artistic Director including handling correspondence, answering phones, and fielding internal and external requests as appropriate.
- Day to day diary management of the Chief Executive/ Artistic Director including internal, external, and departmental meetings.
- Arrange work-related travel and accommodation for the Chief Executive/ Artistic Director as required.
- Assist the CEO/Artistic Director in the preparation and distribution of Board papers.
- Maintain the filing systems (including an up-to-date list of contacts) on behalf of the Chief Executive/ Artistic Director
- Undertake research and administration of specific projects as required.
- Liaising to organise and book meeting rooms as necessary.
- To lead on the organisation of Press and Guest Nights for shows and other events, both internally and externally
- Managing Utopia Theatre Company ticket allocations and house seat requests

- Take minutes and prepare briefings as required.
- Assisting our accountant and the Chief Executive/ Artistic Director with Arts Council submissions
- Be the first point of contact on behalf of the Chief Executive/ Artistic Director
- To undertake such other reasonable duties as may from time to time be required.

UTOPIA PERFORMANCE LAB and CREATIVE HUB

- Be the first point of contact for venue bookings and enquiries - administer the venue booking process and liaise with relevant colleagues on bookings for community partnerships and performances

- Support the CEO/Artistic Director in the plans for acquiring a space for the company.

Be a first point of contact both internally and externally in acquiring a new venue, fielding queries as necessary.

- Coordinate meetings and consultations with the Sheffield City Council and other bodies.
- Undertake research on this as required.
- Build and maintain a practical, working knowledge of Sheffield City Council

CREATIVE TEAM SUPPORT

- Support the Creative Team to ensure the smooth running of activities and events, as required.

- Schedule and prepare for internal Creative Team meetings; monitor and update programme planning documents.

- Taking a lead on the organisation of staff attending the Edinburgh Fringe Festival, including overseeing travel, accommodation, and tickets

- Assisting with the administration of coverage for the Creative Team

GENERAL DUTIES

- Attend internal meetings as required.

- Be an informed point of contact for the team, with a current knowledge of Utopia Theatre's creative priorities and programme of events.

- Attend and engage with events such as press nights, guest nights and development / sponsor events at Utopia Theatre and other organisations.

- Assist with arranging company-wide events such as board away day, staff lunches and the Company Christmas / New Year party.
- Administrate all aspects of the role, including filing and record keeping and reporting as required.
- Answer phones and email enquiries as part of the general administration line.
- Contribute towards Utopia Theatre's Equality, Access, and Diversity policies.
- Any other duties the Chief Executive/ Artistic Director may reasonably require.

PERSON SPECIFICATION

EXPERIENCE

- Demonstrable experience in an administration support role
- Experience of working in a busy office environment
- Experience of working within a theatre / arts organisation would be preferable.

SKILLS

- Excellent administrative and organisational skills
- Strong written and verbal communication skills with the ability to engage with a wide range of personalities and backgrounds.
- Good attention to detail
- The ability to work both reactively and proactively.
- The ability to work efficiently to deadlines.
- Discretion, tact, and empathy – particularly when handling sensitive or confidential information.
- Good level of computer literacy
- Ability to work independently but also as part of a team.
- Ability to work in a fast paced, energetic, and demanding environment.

QUALITIES

- An interest in and enthusiasm for theatre.
- Friendly, efficient, and helpful attitude

- Highly organised and self-motivating, with the ability to prioritise short-term and long-term tasks.
- Enthusiasm and support for Utopia Theatre's vision and growth
- Knowledge and experience of Sheffield would be desirable.

This list of responsibilities is not exhaustive, and the Executive Assistant may be required to perform additional duties as required by the Artistic Director/Chief Executive or the Board of Directors. This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

Terms:

Work address: 11 Rockingham Gate, Sheffield City Centre, Sheffield S1 4JD

Salary: £26,000 to £30,000 depending on experience.

Position: This is a fixed term contract until March 2026 - to be extended in line with successful future funding. It is a full time post subject to a three-month probationary period.

Days/Hours: 37.5h a week, 7.5h a day 5 days per week. You arrange your lunch break outside the 7.5h.

Normal office hours: Monday - Friday, 9-5pm

The annual paid holiday entitlement: 25 days plus public holidays and time off between Christmas and New Year's Day.

The successful candidate will be expected to apply for an enhanced DBS check or hold a valid DBS certificate granted in the past 18 months.

Pension: The Company operates an auto-enrolment pension scheme. This is at the rate of 3% from the employer and 5% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

Equal Opportunities

Utopia Theatre aims to be an equal opportunities employer. All staff members are required to adhere to Utopia's Equal Opportunities Policy, which is available upon request.

Staff Benefits

Complimentary tickets for Utopia Theatre productions, Training and development opportunities, Annual staff party

