

**DONMAR WAREHOUSE PROJECTS LTD
JOB DESCRIPTION
ASSISTANT TO THE ARTISTIC DIRECTOR**

Responsible to:	Artistic Director
Reporting to:	Planning & HR Manager
Working with:	Executive Director; Assistant to the Executive Director & Events Planner; Head of New Work; Associates
Location:	Donmar Office: 3 Dryden Street, London WC2E 9NA Donmar Warehouse: 41 Earlham Street, London WC2H 9LX Working from home as appropriate
Terms:	Full-time, permanent
Working hours:	5 days per week and evening work where necessary
Salary:	£28,000 - £30,000 per annum (dependent on experience)

“Powerhouses do not come much smaller, nor more powerful, than the Donmar Warehouse” **Sunday Times**
“The Donmar is a credit to the British stage” **Observer**
“One of the glories of London’s theatre scene” **Evening Standard**

The Donmar Warehouse is a 251-seat, not-for-profit theatre in Covent Garden, led by Artistic Director Michael Longhurst and Executive Director Henny Finch. We have won more than 100 awards in our 28-year history.

We aim to bring together a wide variety of people at our intimate warehouse space and elsewhere to create, witness and participate in thrilling, world-class theatre.

Through our work on and offstage, we aim to create a more cohesive, functional and creative society by broadening horizons, inspiring empathy and offering outstanding entertainment.

We develop new artists and future audiences through our renowned training programmes and our Discover activity with schools and communities.

We believe that representation matters; diversity of identity, of perspective, of lived experience enriches our work and our lives.

Welcome to important stories, thrillingly told, widely shared.

The Donmar Warehouse is a registered charity number 284262.

We recognise that the Donmar and the wider theatre industry is not representative of contemporary society in terms of workforce, artists and audience. We particularly encourage applications from those who are currently under-represented at the Donmar and more widely in the industry, and specifically from D/deaf or disabled applicants and applicants who experience barriers and inequality due to race, gender identity and/or socio-economic background.

Purpose of Job

- This role is responsible for providing first-class administrative support to the Artistic Director (AD), who is also the Donmar's Chief Executive
- Working with the Assistant to the Executive Director & Events Planner (AED&EP) to ensure effective organisation of the day-to-day running of the Executive office
- To develop, implement, and maintain clear and reliable systems to support and help deliver every aspect of the AD's role

Responsibilities

- Actively and confidently manage access to the AD, enabling proactive diary management (e.g. including Donmar and industry commitments, AD annual leave), liaising with stakeholders at all levels, understanding the AD's commitments and priorities, and having an overall awareness of organisational objectives and timelines
- Represent experienced knowledge and understanding of the theatre industry, its networks and stakeholders, and the related support considerations for the AD's activity (e.g. rehearsal/technical rehearsal/preview periods), as well as ensuring necessary communication flow internally and externally
- Managing the necessary arrangements in respect of technical support, accommodation, and travel (UK-based and international, including relevant budgeting and support)
- Regularly update the AD on all their commitments and actions, advising of any changes to ensure that they can focus on their core responsibilities, and helping ensure organisational priorities/timelines are considered
- Support the Director of Development (DoD) in securing regular meetings for the AD with Donmar supporters and enable AD engagement in donor activity
- Where necessary and appropriate, look after personal commitments in relation to the AD's diary
- Co-ordinate with members of the Senior Management Team to prioritise the AD's effective and efficient engagement in relevant areas of the organisation, including but not limited to Development, Marketing (including press commitments), Casting (including auditions and related creative sessions), and the Associates
- Work with the AED&EP on managing communication proactively between the AD and Executive Director (ED), providing comprehensive administrative support to facilitate the smooth running of the Executive office
- Liaise with the Planning & HR Manager on all matters relating the Donmar's Board and associated groups, including scheduling, document preparation, and stakeholder engagement
- Deputise for the AED&EP where appropriate and support the ED in their absence
- Support, and attend as necessary, Programming, Creative, Associates, Scripts & Commissions meetings, and support delivery of AD-related actions as necessary, including administrative support of pitches/proposals in liaison with the Head of New Work (HoNW)

General

- Assist during meetings and presentations, to ensure smooth delivery and welcoming of guests
- Liaise with the Ticketing department on Donmar preview tickets for the AD and Associates
- Support Casting Director with preparation for auditions (room set-up, print scripts, meet & greet)
- Ensure the AD's working space is organised and presentable for day-to-day work as well as for hosting meetings

- Make theatre and restaurant bookings on behalf of the AD
- Oversee tracking of and receipts and reconciliation and reporting for AD expenses
- Support the AD with research, briefing documents, and preparing papers prior to meetings and presentations
- Deal with correspondence in a timely manner
- Ensure effective access to necessary platforms e.g. relevant online newspaper subscriptions
- Assist with the administration of House Seats as required
- Represent the Donmar at events where necessary
- Support other departments when and where necessary

This is not an exhaustive list of duties and the Donmar may, at any time, allocate other tasks which are of a similar nature or level.

Person Specification

This role will require fast-paced flexibility and the ability to multi-task on all fronts, whilst ensuring high level of attention to detail and a positive attitude.

Essential

- At least three years' experience of working in a supporting role to senior level individuals in a dynamic environment, preferably within a theatre and/or an arts environment
- Exceptionally strong planning, administration, and organisational skills, including complex diary management
- Confidence in updating and managing the AD's technical needs (e.g. phone and remote email access)
- Ability to identify and interpret matters of urgency, prioritise workload, and action accordingly
- Ability to work autonomously with minimal direction, as well as collaboratively within a wider team
- A confident, no nonsense approach and a robust personality
- A professional attitude with respect for discretion and confidentiality
- Excellent verbal and written communication skills
- Excellent IT skills, particularly in MS Office packages and Mac
- Excellent interpersonal skills
- Professional attitude, especially under pressure with deadlines and conflicting interests
- A completer-finisher, who enjoys resolving complex tasks professionally

Desirable

- Enthusiasm for the arts
- Experience of working with senior artists
- Practical experience of theatre production
- Experience of regularly organising varying types of meetings and events, involving a wide range of internal and external participants

Holiday

25 days a year (rising a day per year, up to 5 years)

Benefits (post-probation)

- Travel season ticket loan
- Subsidised gym membership
- £25 towards annual eye tests
- Cycle to work bike loan scheme
- 6% pension contribution in Donmar's stakeholder pension scheme and required to contribute a minimum amount of 2%