



Royal Court Theatre
Sloane Square, London, SW1W 8AS
Admin 020 7565 5050
royalcourttheatre.com
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre
The English Stage Company Limited at the Royal Court Theatre
Registered in England & Wales company number 539332
Registered charity number 231242 VAT number 238 931147

JOB DESCRIPTION

ARTISTIC DIRECTOR'S OFFICE MANAGER

Full time, permanent

ABOUT THE ROYAL COURT

The Royal Court is the writer's theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

In January 2024, our new Artistic Director David Byrne took up leadership of the Royal Court. Alongside his first season as artistic director, this coming year is a key moment to re-interrogate and renew our work. We have a focus and ambition to be the most relevant, exciting and meaningful version of 'the writers' theatre' across the next decade.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are an equal opportunities and disability confident employer. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

ABOUT THIS ROLE

Job Title: Artistic Director's Office Manager

Line Manager: Artistic Director & CEO

MAIN PURPOSE

This new role will be central to the operation of the Artistic Director's office, balancing a large amount of detailed administration with high-level relationship management, planning and discretionary decision-making. The job focuses particularly on managing the Artistic Director's schedule and capacity; managing extensive internal and external communications and correspondence; and supporting delivery of the Artistic Director's agenda through the artistic team and wider organization.

The role will manage a high volume of confidential correspondence, detailed planning information, artistic and stakeholder relationships and internal workflows. This will require exceptional organisational and communication skills, attention to detail, and the ability to act with independent initiative, sensitivity and discretion including under pressure and during busy times. While the focus of the role is managerial and administrative, it is also a key strategic role with an opportunity for someone to underpin the smooth delivery of all our work, ensuring our strategy and mission remain on track.

RESPONSIBILITIES

Scheduling & Diary Management

- Managing all aspects of the Artistic Director's diary, taking a strategic approach to balance the Artistic Director's capacity and agenda daily, weekly and across key periods through the year.
- Being the first point of contact for internal and external meeting requests, handling these carefully and sensitively including liaising with other departments, managing external expectations and operating with discretion in planning the Artistic Director's time.
- Keeping the Artistic Director's diary accurate and up-to-date at all times including across internal and external meetings, events, theatre visits, travel and other engagements, and managing how this information is shared externally.
- Liaising with the Executive Director to co-ordinate plans and schedules as appropriate, including occasional Executive Director diary management support as appropriate.
- Organising and booking all travel and accommodation for the Artistic Director, Executive Director and other members of the artistic and senior teams, when required.
- Co-ordinating the Artistic and Executive Directors' schedules when they are abroad and when the Artistic Director is in rehearsal, managing and sharing itineraries when necessary.
- Ensuring that the Artistic Director and Executive Director are fully briefed about forthcoming meetings and events, including preparing virtual/hybrid meeting provision as appropriate.
- Collating and processing expenses for the Artistic Director, Executive Director and Associate Playwrights, filing these and tracking credit card purchases and receipts with the Finance Office.

Communications & Correspondence

- Managing the Artistic Director's inbox, ensuring up-to-date filing, prioritisation and summaries of internal and external correspondence to manage capacity, ensure timely communications, and delegate communications to other departments/individuals as appropriate.
- Handling a high level of sensitive and confidential information with the utmost care and discretion internally and externally.
- In close collaboration, directly handling key areas of the Artistic Director's correspondence including drafting, replying to and re-directing emails and messages, applying a high level of initiative, discretion and tact across a range of stakeholders and artistic relationships.
- Dealing with incoming post for the Artistic Director and Executive Director, drafting replies to all standard correspondence, invitations and emails on behalf of the Artistic Director.
- Taking phone calls and general artistic enquiries for the Artistic Director, referring or dealing with them directly where possible.
- Maintaining and managing the Artistic Director's filing system.
- Working with the Development team to manage the Artistic Director's relationship with major donors and other key supporters, including arranging moments to meet, sending messages/cards, and liaising with them/donors directly.
- From time to time, attending internal and external meetings to share updates and gather information on behalf of the Artistic Director and act as a representative of the Royal Court.

Artistic team

- Acting as administrative leader for the artistic team, including managing the Artistic Director's capacity and workflow and following-up on key tasks with other departments.
- Liaising with Associate Playwrights and other members of the artistic team to plan and manage key events and moments across the year such as meetings, briefings, programming deadlines, artistic activity, development/donor events and external communications.
- Acknowledging scripts received by the Artistic Director and passing these on to the Artistic team for processing and consideration, including following up on priority submissions requiring a response and maintaining the Artistic Director's own reading list.
- Planning, coordinating and organising special events (eg away days, internal social events, consultation meetings and briefings) as instructed by the Artistic and Executive Directors.
- From time to time, meeting and hosting key stakeholders and artists on behalf of the Artistic Director, and supporting the artistic team to deputise as appropriate.
- From time to time, undertaking independent research tasks, drafting/compiling/editing documentation and internal briefings, gathering proposal/pitch information and undertaking other tasks as appropriate to support the work of the Artistic Director.
- Attending first previews, press nights and other events where required to assist the Artistic Director and artistic team in managing and hosting key moments.
- Booking theatre and event tickets for the Artistic Director and Associate Playwrights as required, and liaising with finance regarding budgets for these.
- Arranging the signing and distribution of organisational press night cards for each production and for other key artistic moments, including drafting messages on behalf of the Artistic Director.

General

- Maintaining excellent working relationships with a wide range of stakeholders including artists, agents, funders, donors, producers and partners.
- Maintaining excellent relationships with trustees including the Chair of the board, and supporting their engagement with the Artistic Director.
- Representing the Royal Court with diplomacy, discretion and courtesy at all times; maintaining a high level of confidentiality and care with sensitive information both internally and externally.
- Maintaining an understanding of the Royal Court's relationship with Arts Council England and other funders, supporting data-gathering, evaluation, communications and reports as needed.
- Contributing to a respectful and inspirational working culture at the Royal Court, including upholding and developing our commitments and practice around anti-racism and anti-oppression as well as sustainability, health and safety and others.
- Actively connecting with the wider work of the Royal Court, including providing relevant support to all teams and joining cross-departmental meetings on behalf of the Artistic Director to ensure smooth and efficient communications, information-sharing and collaboration.



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PERSON SPECIFICATION

Knowledge and Experience

- Detailed experience in a previous administrative and/or organisational role in a busy departmental or office environment.
- Understanding of the theatre and/or wider arts sector, including insight and sensitivity into challenges and relationship management artists and key stakeholders.
- Understanding of and commitment to the progression of anti-racism and anti-oppression in the workplace and through your role.

Skills and Abilities

- Highly organized, self-motivated and efficient, with a systematic approach to administrative tasks and the ability to forward-plan in managing a busy schedule.
- The ability to balance multiple competing priorities, quickly synthesise information and make strategic decisions, exercising initiative, diplomacy and discretion.
- The ability to establish positive relationships with wide range of high-level stakeholders, operating with sensitivity, care and tact; and remaining confident and calm under pressure, including when deputising for a senior figure and managing external expectations.
- Exceptional written and verbal communication skills, with an excellent eye for detail and the ability to pitch communications at the right level in different contexts.
- The ability to deal sensitively and discreetly when handling confidential information, including with a wide range of people and stakeholders.
- The ability to handle multiple overlapping tasks.
- A proactive approach to the role and the ability to problem-solve independently
- Excellent IT skills, and a clear understanding of the full Microsoft Office package

The Royal Court Theatre operates the Disability Confident scheme, which means you are guaranteed to be shortlisted to the next stage if you meet the minimum criteria. Please clearly outline in your email if you would like to be considered under this scheme.

HOW TO APPLY

To apply, please send a CV and short covering letter (no more than two sides of A4) in Word doc or PDF. The covering letter should clearly address the key criteria outlined in the job advert.

Your application can also be sent through in the form of a voice note, or PowerPoint presentation (no more than five slides). Should there be a more accessible format in which you would prefer to send an application, please email the recruitment inbox.

**Applications should be sent to the recruitment inbox at recruitment@royalcourttheatre.com.
The deadline for applications is 3rd September 2024.**

**ROYAL
COURT**

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TERMS AND CONDITIONS

Hours: 40 hours per week, usually 10m - 6pm Monday – Friday (1 hour lunch break)
Due to the nature of this role some evening and weekend work will be required and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.

Contract: Full time/Permanent

Salary: £ 34,320.00 (gross) per year

Holiday Entitlement: 25 days per year, plus bank holidays

Pension: The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

Other Benefits:

- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.
- Cycle to work and season ticket loan schemes.
- Free life insurance.
- Discretionary days leave at Christmas.
- Staff social events