



OT ORANGE
TREE
THEATRE

A powerhouse of independent theatre

**Executive Assistant
Recruitment Pack**

You Bury Me, photo by Pamela Raith

If you would like this job pack in another format, please contact Sarah Murray at sarah.murray@orangetreetheatre.co.uk



Hello, thank you for your interest in the role of **Executive Assistant** at the Orange Tree Theatre (OT). There has never been a more exciting time to join the OT. Following a year of renewal, growth and change under a new leadership team, we are in a superb place organisationally. Ticket sales are breaking records, we are creating ambitious work with a high calibre of artists and actors, we are deepening our engagement within the local and artistic communities, we have won Evening Standard and Critics' Circle Awards, and we were nominated for an Olivier Award and for Best Fringe Theatre at the Stage Awards. We also have planning permission for a transformational capital project which will make our front of house spaces more accessible, community facing, contemporary and sustainable.

We wanted to give you a bit more info about what it's like to work at the OT before we get to the job stuff. Because how we work is important to us.

We're a sociable core team of around 20 people in a dog friendly office, with plenty of local green spaces, pubs, restaurants and independent coffee shops. We know that work life balance is vital for our mental health, and we offer flexibility with working from home, depending on the role and specific requests. Holiday is encouraged, and each employee gets 21 days plus bank holidays, increasing by 1 day for each year of service, capped at 25 days per year. TOIL and flexible hours are also offered.

We buy the team lunch before every press night in recognition of a long day. All staff attend first day rehearsal read throughs and end of week rehearsal room drinks, press night parties and events, and we have regular socials (usually with pizza) in and around Richmond riverside and the green. Alcohol, meat, dairy and gluten free lifestyles are always welcome.



Richmond Riverside



Some of the OT dogs (left to right): Hastings, Mr Magoo & Koby



You may recognise Richmond Green from the recent Apple TV hit *Ted Lasso*: we can confirm it is just as pretty in real life. Richmond Park is a stroll away and we are 9 minutes from Clapham Junction, 16 minutes from London Waterloo, and connected by the district line to central London and the overground to north and east London. Some current staff are North, East, South London-based, others live locally in Richmond, Mortlake, Twickenham, Isleworth or Brentford, and others commute in from Surrey, Berkshire and Sussex. It truly is a beautiful place to work.

Our work happens across three buildings that are closely connected. We have two rehearsal rooms, a set building workshop, offices over three floors and a bar which is often a hub of creativity filled with actors, creatives and stage managers, and staff get a 40% discount with free tea and filter coffee.

We work hard and we have fun while doing it, because theatre is fun. Most importantly we want staff to experience different types of theatre and plug into the industry, so we pay for a monthly core staff theatre trip and our artistic team lead monthly staff script readings. There are opportunities for personal development, and we encourage all staff to take part in training and upskilling as we recognise that we are happiest when we are learning.

Equity, diversity and inclusion sit at the heart of the OT, and we are continuously evolving our practices to be responsive to change. We have a Diversity and Inclusion committee of the Board and recent staff training has included anti-racism, allyship, conscious inclusion, deaf awareness, disability awareness and anti-ableism. Our Code of Behaviour is reviewed annually, and all staff and freelancers are required to adhere to it.

If you have any doubts about whether you'd enjoy working at the OT, please feel free to get in touch with our General Manager, Sarah Murray, for an informal chat:

sarah.murray@orangetreetheatre.co.uk.

Background of the OT

The OT was established in 1972 with a circle of chairs in a room above the Orange Tree pub, over the road from our current home. It is now one of the most exciting theatres in the UK and a key player in the national ecology. Early shows were produced at lunchtimes and lit by daylight through the windows. From the outset, the OT enjoyed a high level of community support and local engagement, and it produced an adventurous programme of European work, rediscovered classics, and new writing. Early on, the OT initiated work with local schools, including the Primary Shakespeare project that continues to this day. In the early 1990s, supported by ACE, the London Borough of Richmond Upon Thames, and local trust funding, the OT moved into a purpose-built theatre-in-the-round, which now seats 180 plus 10 standing. Founding Artistic Director Sam Walters ran the theatre until his retirement in 2014, when the long-term ACE grant also ended.

From 2014 until 2022, the theatre was led by Paul Miller, whose tenure combined rediscoveries and new writing, launching many careers and partnering with the Manchester Royal Exchange, RSC and National Theatre. During this period, the theatre's funding was rebalanced with a strong network of individual giving including up to a thousand Members and Patrons.

The current leadership team of Hanna Streeter (Executive Director) and Tom Littler (Artistic Director) are transporting the OT forward with a strategy that takes us from strength to strength. The ambitious programming and casting is attracting new commercial co-producing partners, while maintaining the OT's commitment to combining classics and rediscoveries with new writing and investing in new artists and the community.



Two of the OT buildings: the main theatre, and the rehearsal rooms and workshop a 2-minute walk from Richmond Train station

Job description



Job Title: Executive Assistant
Responsible to: Deputy Executive Director

Purpose: The Executive Assistant is a new role created to support with the growth of the OT. They will be responsible for assisting and supporting the Joint CEOs as well as managing the office administration across the building's busy offices.

The Joint CEOs (Artistic and Executive Directors) of the OT work long hours in a sector that demands evening and weekend working, especially in leading a mid-scale organisation that punches above its weight. They manage several senior staff directly, interface extensively with stakeholders, and cultivate relationships across the UK theatre sector. With a major capital project approaching, and the Artistic Director regularly in rehearsals, we are now looking for a hardworking, efficient and empathetic Executive Assistant to free up capacity, streamline processes and maintain great relationships inside and outside the OT. Additionally, this new role will take responsibility for office administration in our busy offices.

We are open to hearing from people interested in long-term careers as EAs, but also from those building theatrical careers who need a full-time role in a busy theatre.



She Stoops To Conquer, photo by Marc Brenner



That Face, photo by Johan Persson



Responsibilities

Executive Support

- Proactively plan effective use of the CEOs' time
- Deal with correspondence and manage CEOs' email inboxes, as required, ensuring that all messages receive a response in a timely and appropriate manner.
- Monitor workload and act as the 'eyes and ears' of the CEOs' offices,
- escalating where necessary and delegating to other members of staff where appropriate.
- Follow up actions on behalf of the CEOs.
- Book hotel, travel and catering arrangements for the CEOs
- Provide time-saving support including lunch/coffee runs, invitations, thank-you notes, flowers, gifts etc.

Diary management

- Principal point of contact for the CEOs' diaries, regularly reviewing the diary, avoiding clashes and ensuring meetings are prioritised where needed.
- Book meeting rooms and tables and prepare rooms.

Guest management

- Meet and greet guests for meetings with CEOs, giving them a warm welcome including refreshments etc.
- Coordinate guest and house seat tickets on behalf of the CEOs, liaising with the box office team.

Meetings: Agendas, papers, minutes

- Provide administrative support to regular meetings chaired by the CEOs including minute-taking, coordinating papers and setting agendas.
- Act as point of contact for Board meeting scheduling, distributing papers and printing where required, setting up the Board room.

Relationships

- Foster and maintain excellent relationships with all internal and external stakeholders.

Expenditure

- Process company credit card, expense returns, PLEO receipts and invoices relating to CEOs
- Assist other with invoice processing if required.

Events

- Support CEOs and Development Department with events (including press nights, patrons' evenings, galas) – including preparations and on-the-ground support.

Office Administration

- Maintain the staff holiday diary after approvals from line managers.
- Supporting the General Manager to manage hardware and software contracts and relationships.
- Order and monitor stationery supplies.
- Order and monitor office furniture and equipment, as required, taking responsibility for refreshing the office décor, as required.



Meetings, photo by Marc Brenner

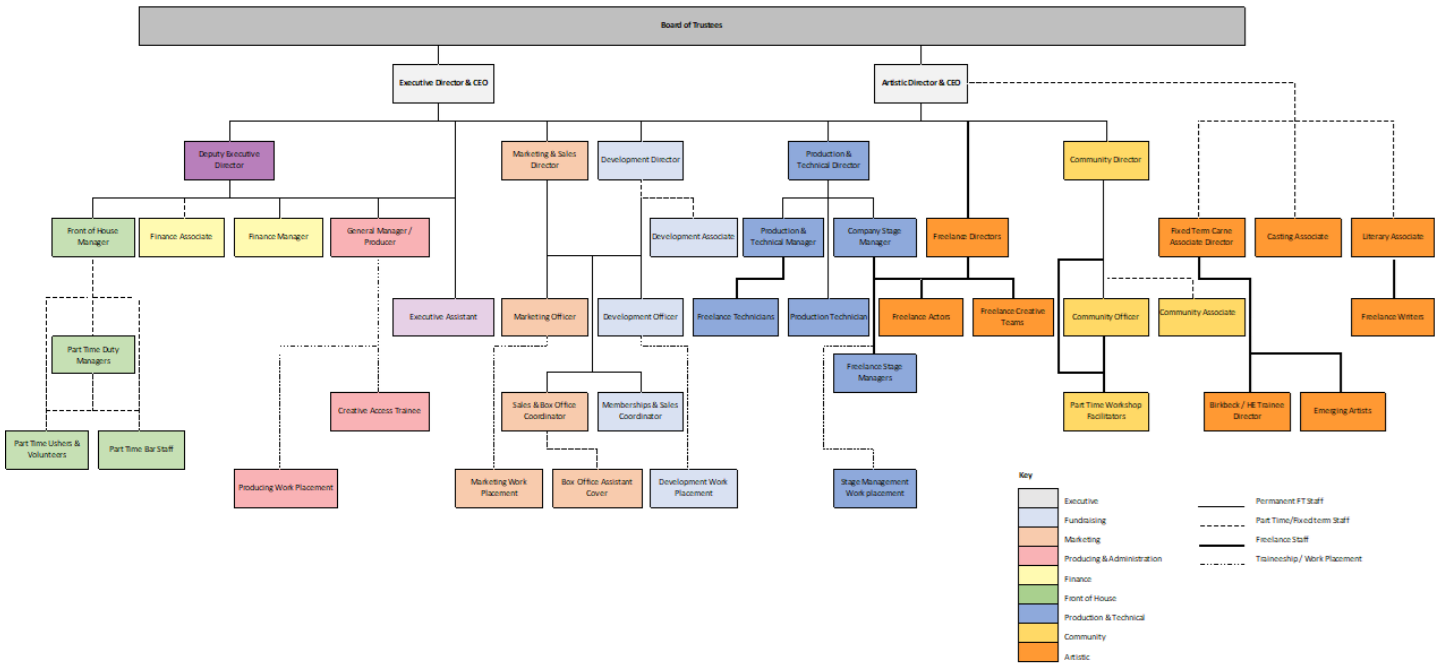
Person Specification

	Essential	Desirable
Skills and experience	Prior experience with non-executive boards and knowledge of the workings of a charity.	X
	Strong time management skills and ability to prioritise workloads.	X
	Excellent administration and organisational skills and the proven ability to meet deadlines whilst working in a busy environment.	X
	Exceptional verbal and written communication and interpersonal skills and an ability to deal tactfully with staff at all levels, whilst maintaining strict confidentiality.	X
	Persuasive, with the ability to challenge effectively and negotiate when required.	X
	A professional approach with the ability to work on your own initiative in a systematic and pragmatic manner.	X
	Understanding of the long hours including evenings and weekends worked by the CEOs	X
	Love of or background in theatre and an understanding of its ecology	X
	Conscientious and diligent self-starter	X
	Previous experience as an EA/PA and/or supporting busy executives	
Behaviours	Works with colleagues respectfully, collaboratively and with understanding	X
	Takes responsibility for delivering tasks, achieving high standards and learning from mistakes	X
	A passion for theatre	X



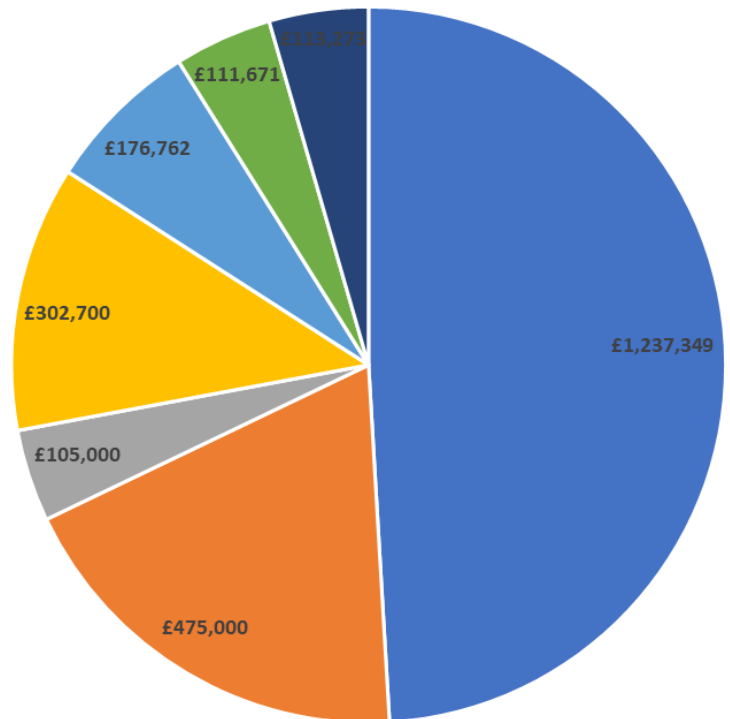
The Circle, photo by Ellie Kurttz

Staff structure



23/24 Income Breakdown

- Box Office
- Fundraised Income
- Richmond Council Grant
- Theatre Tax Relief
- Co-production Investment
- Community Projects
- Bar Trading





Contract and terms

Title of post: Executive Assistant

Salary: £28k per annum dependent on experience

Contract: Permanent full time, subject to a probationary period of 6 months

Notice: 3 months following a probationary period of 6 months

Holiday entitlement: 21 days a year, plus 8 statutory bank holidays. Increases after 1 year of service, capped at 4 extra days after 4 years (25, plus bank holidays)

Hours: Full-time, 40 hours per week including breaks. Evening and weekend work is expected for this role with no overtime payment.

Staff benefits

- Training and professional development
- Excellent public transport links
- Public transport season ticket loan
- Cycle to work scheme
- Auto-enrolment pension contributions, where eligible
- 40% discount in the OT Bar and free tea/filter coffee
- Flexible hours
- Dog friendly office
- Lots of local green spaces: Richmond Park, Richmond Green, Richmond Riverside
- Free monthly team theatre trip
- 2 free tickets to all OT shows
- Staff ticket to all press nights and post-show parties
- Free lunch before all press nights
- Staff socials & rehearsal room drinks
- Monthly staff script readings

To apply

Deadline: 10am Wednesday 29th May 2024
Interviews: w/c 3rd and 10th June 2024

To apply please send a CV with 2 references (including your current or latest employer) along with a 2-page cover letter by email marked **Executive Assistant** to jobs@orangetreetheatre.co.uk.

We are an equal opportunities employer, and we welcome applications from those who may be returning to work after a pause in their career or who are looking to balance a role with their wider caring or parenting responsibilities.

Please also complete the Equal Opportunities Form here:
<https://forms.gle/u8C5vvBmYnmhRTwF9>

If you would like an informal conversation about the role, please email Executive Director, Hanna Streeter hanna.streeter@orangetreetheatre.co.uk, or to hear more about the OT and its culture, please email General Manager & Producer sarah.murray@orangetreetheatre.co.uk.

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As You Like It: Primary Shakespeare, photo by Harry Plowden