



EXECUTIVE ASSISTANT & OFFICE ADMINISTRATOR

Job Title:	Executive Assistant & Office Administrator
Reports to:	Chief Executive
Appointment details:	Permanent, Full Time (35 hours per week), including some weekend and evening work, with time off in lieu by arrangement with the CEO.
Salary:	£18,500

‘Probably Britain’s most adventurous orchestra’ (*The Times*) and a Registered Charity, Manchester Camerata is redefining what an orchestra can do. Famous for innovation, we perform in all sorts of places, from The Bridgewater Hall to Gorilla Bar, and collaborate with a spectrum of international artists, from classical superstar [Martha Argerich](#) to the [Hacienda DJs](#). Our Music Director and conductor, Gábor Takács-Nagy, is one of the finest musicians on the planet, and is a magnet for international artists and collaborators. We are at the forefront of dementia research (read The Guardian feature [here](#)). Our pioneering, research-led Camerata in the Community programme promotes healthy communities, across three specialist areas: schools, health and wellbeing, and our youth programme.

THE ROLE

You will be a vital part of a small, passionate team and work very closely with Camerata’s CEO – Bob Riley. Bob is creative, full of energy and ideas and will need you to prioritise his time hard, and be the glue that binds this talented team together to achieve even greater success over the coming years.

DUTIES AND RESPONSIBILITIES

1. Executive Assistant Support to Chief Executive

- Provide a high quality, proactive and reactive Executive Assistant and admin support to the Chief Executive, managing their time to maximise productivity, including:
 - A systematic and proactive diary and project management system for the Chief Executive and wider management team to drive strategic aims.
 - Servicing the Camerata Board Meetings, including: Coordinating meeting dates; agenda and paper preparation; taking and distribution of minutes and follow up actions.
 - Monitoring and prioritising incoming communication to the Chief Executive and actioning where appropriate.
 - The creation and maintenance of effective admin processes to support the Chief Executive and Management Team.
 - Preparation of communications including (but not limited to) letters; presentations, event invitations, reports and briefing materials for meetings. Coordinate volunteers to help fulfil mailings and provide front of house support at events.
 - Advance preparation for meetings, including papers and any travel /hotel requirements.

2. Event Management and Sponsorship Support

- Effectively support the Chief Executive and Head of Communications & Corporate Partnerships to deliver high level events and be the main Front of House contact for guests at events.

3. Office Management Responsibilities

- Provide a high quality office management for the business, including:
Building and maintaining good and productive relationships with a wide range of stakeholders and acting as the first point of contact and problem solver for the business.
- Provide support to a range of informal meetings, including preparing agendas, action points and follow up actions.
- Ensuring the smooth running of the overall office including managing stationery and office supplies.
- In consultation with the wider team, responsibility for managing and maintaining Camerata's (Access based) CRM system.

KEY ATTRIBUTES FOR THE ROLE

Super organised

Super focused

Excellent interpersonal skills

Bags of energy

Ability to work under pressure, on multiple projects

Keep your cool under pressure

IT literate with an in-depth knowledge of MS Office (including Outlook, Excel, Word and PowerPoint)