



JOB ADVERTISEMENT

Job title: Personal/Executive Assistant to the Director of Slapstick Festival

Location: Aardman Animations BS1, remote working and Festival Venues (Bristol)

Hours & Terms: Part-Time Self-Employed, fixed term contract, 3 days per week (0.6 wte), flexible/school hours possible. Hybrid working available, with on-site necessary at least one day per week and every day during the Festival (Weds 14 Feb – Sun 18 Feb 2024).

Salary: £26,000- 28,000 pro-rata

Job Summary:

This role will support the Director of Slapstick in the lead up to and running of the Festival in February 2024. This is a part-time position with a six-month (self-employed) contract and will include occasional evening and weekend work and extended working hours during the Festival period. While standard working time will be three days per week, the PA will be playing a vital role during the Festival week and hours will include full days and evenings (with breaks) for a five-day period toward the end of the fixed term (Weds 14 Feb – Sun 18 Feb 2024). You will also be required to be on call during this period.

This is an exciting vibrant Festival to be a part of, with a bright and hard-working team working together to deliver a diverse engaging film programme. It is the highlight to our working year, filled with exciting opportunities (such as meeting VIP guests) and strong sense of team cohesion.

As this is a personal/executive assistant role, the tasks will be varied but driven by the aim of delivering a successful and sustainable festival. Exceptional organisational and communication skills are key for this role.

Key Responsibilities:

Schedule Management:

- o Maintain the Director's daily schedule, coordinating meetings, appointments, and travel arrangements.
- o Prioritise and manage the Director's time effectively, ensuring deadlines and commitments are met.
- o Create the Director's schedule for the festival

Communication and Correspondence:

- o Act as a primary point of contact for the Director, handling phone calls, emails, and inquiries when required.
- o Create, draft, proofread, and edit correspondence, reports, and festival documents on behalf of the Director.
- o Manage and quality control website content to ensure content remains up to date.

Coordination:

- o Assist in the planning and organising Board meetings, and training sessions
- o Manage logistics, invitations, and follow-up for these events.

Travel and Accommodation Arrangements:

- o Arrange travel itineraries, accommodations, and transportation for the Director and festival guests.
- o Provide support during travel, if required.

Financial and Budget Support:

- o Assist in managing the Director's financial matters, including expense collation, tracking and reporting.
- o Collaborate with the festival's finance team on budget-related tasks.

Data Management and Systems Support/Development

- o Maintain, input and review Director's Asana Project management records. Ensure the security and confidentiality of sensitive information.

Team and Partners Liaison:

- o Act as a liaison between the Director and festival team members and partner venues etc.
- o Facilitate communication and coordination with internal and external stakeholders.

Task Prioritisation:

- o Help the Director prioritise tasks and objectives, ensuring important matters are addressed promptly.
- o Maintain, input and review Director's Asana project management system.

Festival Support:

- o Shadow the Festival Director throughout the festival, providing assistance and support as needed.
- o Assist in the coordination of festival activities and events, ensuring smooth operations.

Experience and qualifications:***Essential***

- Proven experience as a Personal Assistant or Executive Assistant
- Exceptional organisational skills and a keen eye for detail.
- Experience in minute-taking
- Budget monitoring
- Excellent verbal and written communication skills.
- Proficiency in using Microsoft office and Apple software.
- Ability to handle sensitive and confidential information with discretion.
- Time management and multitasking abilities.
- Adaptability and flexibility to work in a fast-paced, dynamic environment during the festival.
- A positive and proactive attitude with a commitment to providing high-level support.

Desirable

- Experience of working in the film or arts/entertainment industry.
- Driving license and access to a car
- Experience of using Asana project management software
- Previous experience in event planning and travel arrangements is a plus.

Inclusivity Statement:

At Slapstick Festival, we are committed to diversity and inclusivity. We welcome applications from candidates of all backgrounds, and we particularly encourage those from underrepresented groups, including individuals from racially diverse backgrounds, LGBTQI+ and disabled individuals, to apply. We believe in creating an environment where everyone can thrive, and we value the unique perspectives and experiences that diverse candidates bring to our team.

About Slapstick Festival

www.slapstick.org.uk

Slapstick Festival Limited, established in 2005, is a not-for-profit arts organisation with a mission to cultivate a deeper appreciation of silent and visual on-screen comedy. We achieve this by curating and celebrating archive comedy, primarily from the silent film era (1895-1930), through live and online events in Bristol, a UNESCO City of Film.

Our innovative approach to branding and marketing allows us to reach diverse sectors of the community, ensuring accessibility for all. We enhance the audience experience by pairing these classic films with live music performances by world-class musicians, hosting well-known guests, and engaging experts in the field. At Slapstick Festival, we're dedicated to building new and more diverse audiences for this unique and timeless art form, making laughter a universal language that brings people together.

Join us in our mission to preserve and celebrate the screen heritage of comedy for generations to come.

How to apply

If you are interested in applying for this position **please email a covering letter and an up to date CV with two references to sue@slapstick.org.uk. Application deadline: 24/11/2023. Interviews will take place at Aardman Animations (BS1) on Thursday 30th of November 2023**

For further enquiries, please email sue@slapstick.org.uk