

POSITION: Assistant to the Executive Producer

REPORTING TO: Executive Producer

JOB PURPOSE: To assist the Executive Producer in managing his busy schedule and competing priorities.

Key Responsibilities:

- Manage the Executive Producer's diary, schedule meetings and make international travel arrangements. Reconcile business expense receipts.
- Prepare paperwork for meetings and minute meetings, as required, ensuring that minutes are both accurate and distributed promptly.
- Proactively take responsibility for the Executive Producer's communication, including managing the inflow of and response to emails, drafting letters, presentations and other tasks that facilitate the Executive Producer's responsibilities.
- Maintain an appropriate level of confidentiality in handling the work of the department, in particular ensuring that confidential documents are appropriately and securely filed. Keep paper and electronic filing up to date.
- General administrative and research assistance as necessary. Working with other members of the Production Team to ensure the smooth running of the office.
- Communicate directly and on behalf of the Executive Producer with staff, production personnel, co-producers, investors and others, on matters related to the Executive Producer's work.
- Assist the Executive Producer in monitoring the status of a range of creative and commercial projects, ensuring deadlines are met and activities are on track.
- Liaise with and supply information to investors, as required.
- Be present at first night performances, events and meeting as required (which may include some evening and weekend work).