



CITY VARIETIES
MUSIC HALL · LEEDS

The
GRAND
Theatre & Opera House Leeds



Job Description: Executive Assistant to the CEO

Department: Executive Office

Reports to: Chief Executive Officer

Contract Type: Permanent

Hours: 37 hours per week

Salary: £31,098

Holiday Entitlement: 25 days per annum plus bank holidays

Location: Based across Leeds Heritage Theatres venues with some flexibility

About Leeds Heritage Theatres

Where creativity thrives, and stories unfold.

Leeds Heritage Theatres is the custodian of three of the city's most iconic venues:

- **Leeds Grand Theatre** – A cornerstone of the city's cultural life and a landmark of Victorian elegance, The Grand hosts world-class drama, musicals, opera and dance.
- **City Varieties Music Hall** – Known for its rich music hall heritage, today the City Varieties offers a vibrant programme of comedy, cabaret, spoken word and live music.
- **Hyde Park Picture House** – One of the world's last surviving gaslit cinemas is home to independent, international and archival cinema, offering a unique and enriching film experience.

Together, these venues make a vital contribution to the cultural life of Leeds.

As a charitable organisation, our vision is: Leeds Heritage Theatres will be a hub of creativity, celebrating the work of local, national and international artists and the human connection of arts and culture. Our work will be underpinned by excellence, skill, inclusivity, collaboration, learning and generosity, and will be visible at home in Leeds but regionally, nationally and virtually. Our physical and digital sites will be places of congregation, engagement, excitement and welcome. We will always be future-facing and outwards-facing, whilst recognising our heritage and our history.

Purpose of the Role

This role provides vital executive, strategic and organisational support at the heart of Leeds Heritage Theatres.

Acting as a trusted aid to the CEO and a key coordinator across the organisation, the postholder will ensure the smooth running of the Executive Office, effective communication across senior leaders, and high-quality delivery of priority projects.

They will manage the CEO's diary and correspondence, coordinate the work of the Senior Leadership Team (SLT), and provide structured assistance to the implementation of LHT's Strategic Plan.

The role also plays an important part in stakeholder engagement and relationship management, supporting the CEO's work with funders, partners and civic networks.

Alongside these responsibilities, the postholder will oversee day-to-day office management, ensuring systems and resources are well organised and fit for purpose.

This is a dynamic and fast-paced role requiring exceptional judgement, attention to detail, diplomacy and the ability to handle sensitive information with confidence and professionalism.

Key Responsibilities

Executive and Diary Support

- Provide proactive diary management and scheduling for the CEO, balancing organisational priorities and external engagements.
- Organise meetings, briefings, events and travel arrangements; expense claims, prepare agendas and supporting materials.
- Monitor the CEO's inbox and correspondence, drafting or responding to communications where appropriate.
- Ensure the CEO is well-briefed ahead of meetings, speeches and public engagements.
- Maintain organised filing, contact and communication systems.

Senior Leadership Team (SLT) Coordination

- Organise all SLT meetings, including scheduling, venue/room bookings, and coordination of papers.
- Prepare and circulate meeting agendas, take minutes, track actions and ensure follow-up is completed.
- Support the planning and delivery of SLT Away Days, strategy sessions and special projects, ensuring logistics, materials and outcomes are well managed.
- Coordinate logistics and communications for all-Company meetings.
- Act as a point of contact for wider organisational access to the SLT, supporting smooth communication.

Artistic Planning Coordination

- Coordinate Artistic Planning meetings, preparing agendas, circulating papers in good time, and ensuring accurate records of decisions and actions.

- Monitor and follow up actions to support timely progress and accountability.
- Undertake research across multiple artforms (theatre, opera, music, dance, comedy, film, spoken word and beyond) as requested to inform programming discussions for all LHT venues.
- Organise extended Artistic Planning meetings, including scheduling, logistics, and preparation of supporting materials.
- Ensure all Artistic Planning documents, trackers, budget overviews and schedules are accurate, up to date and accessible.
- Draft clear and timely updates for circulation to wider teams, supporting cross-departmental awareness of artistic planning developments.

Project and Stakeholder Support

- Support the coordination of LHT's Strategic Plan and associated reporting to the Board.
- Support the administration of the Strategic Plan tracker, ensuring quarterly updates reflect organisational progress.
- Provide coordination support to Strategy Steering Groups, including circulating agendas, tracking actions, maintaining records and supporting strategy leads with their delivery responsibilities.
- Provide project support on initiatives led by the CEO, including research, data gathering, reporting, presentations and scheduling.
- Support the CEO's engagement with funders, partners, civic stakeholders and networks, ensuring timely follow-up and high-quality preparation.
- Coordinate guestlists for key events and undertake advocacy mapping, ensuring the advocacy log is accurate, maintained and shared on behalf of SLT members.
- Attend events as required to support the Head of Development, contributing to strong relationship management and stakeholder experience.
- Assist with the development and maintenance of presentations, policy briefs and executive communications for internal and external audiences.
- Contribute to the professional image, efficiency and smooth running of the Executive Office, acting as an ambassador for the organisation in all interactions.
- Deputise for the Secretary to the Board of Trustees at Board and Committee meetings when required.

General Office Management

- Manage all stationery and office supplies for LGT offices, ensuring stock levels meet organisational needs and placing orders in a timely and cost-effective manner.
- Coordinate the purchase of office furniture and equipment as required, securing approval from the Head of Governance and Business Services before ordering.
- Oversee the operation and maintenance of the photocopier and associated equipment at LGT and CVMH, resolving basic issues and liaising with suppliers or engineers when needed.

Person Specification

Essential

- Experience in a senior-level administrative or executive support role.
- Strong organisational skills with a proactive approach to managing multiple priorities.
- Excellent interpersonal and communication skills with the ability to deal sensitively with senior stakeholders and external contacts.
- Ability to write clearly and concisely for a range of audiences.
- Highly skilled in taking accurate minutes, organising meetings and tracking actions.
- Proven discretion in managing confidential information.
- Skilled in Microsoft Office and digital communication tools.
- Calm under pressure, with excellent attention to detail and the ability to plan.
- A positive, flexible and collaborative approach to working in a busy, creative environment.
- Commitment to the vision, values and charitable purpose of Leeds Heritage Theatres.

Desirable

- Experience working in a charitable, arts or heritage organisation.
- Familiarity with governance structures or trustee liaison.
- Understanding of Leeds' cultural and civic landscape.
- Experience in event planning or project coordination.
- Experience of Artifax (venue management system), Spektrix (ticketing system) and Dynamics (finance system)

Vetting

This post is not subject to a DBS check, but we will carry out online vetting.