

Executive Assistant

Dewynters, the leading live entertainment marketing agency, creates ground-breaking campaigns which are seen across the world - spanning the fields of theatre, opera, concerts, music, sport, film, and exhibitions.

Clients include West End musicals Wicked, Les Miserables, Mamma Mia!, The Phantom of the Opera, Disney's The Lion King, The Book of Mormon, Kinky Boots, and Disney's Aladdin; major national arts organisations such as the Royal Shakespeare Company; events including the Taste London food festival, and Winter Wonderland; UK and international tours including The Bodyguard, Marvel Universe LIVE!, and Mary Poppins; major sporting events including the Nitto ATP Finals.

Reports to:

- The role reports to the Chief Operating Officer and the Director of Dewynters Vision

Responsibilities include:

The role is equally responsible for the administrative management of the two Directors, and for aiding in the development of Dewynters Vision, which specifically focuses on new and diversified clients beyond the core theatrical client base

- Provide an exceptional level of support to the Chief Operating Officer (COO) and the Director of Dewynters Vision (DDV), in a busy and varied role, to ensure the smooth running of these offices
- Responsible for extensive diary and email management and meeting coordination
- Arrange travel and accommodation and provide general assistance
- Prepare agendas, take minutes at meetings, and follow up actions
- Carry out extensive and detailed background research, produce documents / presentations, briefing papers, reports and presentations on a range of topics
- Liaise with third parties, consultants, suppliers, and staff
- Support with internal and external communications, including occasionally supporting other Senior Managers
- Liaise with the Executive Assistant to the CEO, working together on assigned projects and providing back-up as required
- Provide cover and support to Reception and Office Management as required
- Provide support in general agency administration as and when necessary

You will have / be:

- Proven experience as an Assistant
- Relevant and excellent organisational and computer skills (i.e. Word, Powerpoint and Excel)
- Meticulous attention to detail, the ability to show initiative, enthusiasm, and a sense of humour
- Ability to think on your feet and juggle conflicting priorities
- Excellent interpersonal, written, and verbal communication skills
- A team player

