

# PITZHANGER

## MANOR & GALLERY

### **Executive Assistant to the Director & Communications Officer**

#### **Job Description**

#### **OVERVIEW**

Pitzhanger Manor & Gallery Trust is looking for a talented and ambitious person to provide support to the Director at Sir John Soane's Pitzhanger Manor, and develop skills in communications and managing a range of projects across the organisation. Ideal for a recent graduate or someone with three years' work experience who is interested in a career in arts, heritage or general management. If you are someone who wants the chance to work in a flexible and dynamic team with great potential to make a real difference, and if you are someone who would find it interesting to get a grounding in how to navigate the range of challenges that face arts organisations, please get in touch. The chosen candidate will get a real variety of experience, particularly in managing key contacts of the Trust, business development, communications, governance, events and project management.

Pitzhanger Manor is the Grade 1 listed 'country' home of renowned British architect, Sir John Soane, designed and built by Soane 1800-1804 in what was then rural Ealing, West London. Pitzhanger reopened to the public in 2019 following an award-winning £12m HLF and ACE-supported conservation project to restore Soane's original design and upgrade the adjacent Gallery so it now stages ambitious and acclaimed contemporary exhibitions ranging from Anish Kapoor and Es Devlin to Rana Begum, Annie Morris and Idris Khan. With an exciting and diverse programme of exhibitions, events and outreach, the team are setting ambitious targets to extend and develop Pitzhanger's audience and further increase its impact.

The Pitzhanger team is small and entrepreneurial with very high ambitions: it is passionate about heritage and the arts and developing Pitzhanger into a thriving and sustainable venue that has really positive impact within its communities. This role will act as right-hand support to the Trust's Director in all of her activities, getting involved in strategy, business, practical and administrative matters. In addition they will support the communications operation, reporting to the Communications Manager, playing a pivotal role across marketing and digital communications to develop Pitzhanger's audiences and reach. The successful candidate will have the opportunity to build a wide range of skills through on-the-job training: they will get high level exposure to the management of Pitzhanger and learn all aspects of the operation of an arts organisation. Once suitably trained, they will have the opportunity to oversee their own projects.

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If you would like to arrange an informal telephone conversation with the Director to find out more about the role please contact Isabelle on [isabelle.carey@pitzhanger.org.uk](mailto:isabelle.carey@pitzhanger.org.uk)

For further information and job description see: <https://www.pitzhanger.org.uk/support/jobs/>

### ROLE DESCRIPTION

The candidate will:

- Support the Director to enable the Director to operate as efficiently as possible, including making sure the Director is briefed for meetings and has the data to support key decisions: undertaking research, preparing reports & proposals, helping to plan priorities, update timetables and action plans, etc;
- Once trained up on-the-job for this, take the lead on a variety of specific projects as agreed with the Director: these will range from projects to improve quality of visitor experience, to commercial projects, communications initiatives, event organisation, and liaising with other organisations and advisers on joint initiatives;
- Develop excellent relations with the Trust's supporters, advisers and consultants;
- Attend meetings on behalf of the Director, report outcomes and decisions back to the Director;
- Act as a point of contact for the Trust; Assess enquiries addressed to the Director, recommend the proper course of action and action or delegate as appropriate;
- Manage the Director's busy diary and oversee elements of the administration of the Trust including ensuring effective and efficient filing on projects, both digital and paper, and carrying out ad hoc administrative office tasks as required;
- Act as Clerk to the Board of Trustees and attend all Trustee meetings;
- As Communications Assistant reporting to the Communications Manager, develop expertise in communications matters to support communications activities including: creating new online content (across social media and website) and in due course taking responsibility for managing the social media channels; creating and updating Pitzhanger's promotional content, incl newsletters; developing on-the-job design skills to support communications (designs for posters/electronic promotions/invitations, etc); reporting and reviewing stats and data about the effectiveness of our communications to inform future decisions; developing relations with journalists and press contacts.

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- Keep up with charitable, heritage, arts and business trends and share developments with peers;
- Act as a representative of the Director when required.
- Maintain the values of the organisation and support the team in delivering its mission;
- Be flexible and willing to take on other suitable responsibilities for the Director/ Communications Manager as are appropriate for the role, as and when they arise.

## Person specification

- Highly organised with great attention to detail and ability to juggle multiple projects
- Excellent oral and written communication skills; The ability to write persuasive letters;
- Excellent IT skills and an enthusiasm and interest in social media, with the ability to pick up quickly other software on the job (eg email marketing tools/design tools) with suitable training
- Highly responsible with the ability to work with absolute discretion, tact and confidentiality
- Self-starter with the ability use initiative to deal with challenges arising, but also to take instruction where required; enthusiasm to learn on the job
- Great team player
- Adaptable, with a 'can do' attitude
- Enthusiasm for heritage and the arts

**Hours:** Full-time, 35 hours per week

From time-to-time where agreed in advance attendance at certain events may be required outside ordinary working hours (eg breakfast or evening private views). No overtime will be paid for attending these events but time off in lieu will be given (to be agreed in advance with the Director).

**Reports to:** Director, Pitzhanger Manor & Gallery Trust

**Salary:** £24,000 p.a.

**Additional benefits:** the role comes with certain additional benefits, including Pitzhanger contribution to a personal pension scheme, staff discounts in Pitzhanger's

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shop and two cafes, free attendance at certain Pitzhanger events: details can be provided upon enquiry.

**To apply** please send your CV plus a covering letter (max 2 sides A4) summarising how your skills and experience would match the role to [applications@pitzhanger.org.uk](mailto:applications@pitzhanger.org.uk)

**Deadline:** Friday 1<sup>st</sup> March 2024 at 1pm . Interviews of selected candidates will take place in Ealing, London W5 on Friday 8<sup>th</sup> March 2024

Pitzhanger is an equal opportunities employer and we value and celebrate diversity. We want to better represent the communities in which we work but recognise that there is still much work to do in this area. We welcome and encourage all applicants and particularly encourage you to apply if you are from a community that is often disadvantaged by society or of minority background.