

PITZHANGER

MANOR & GALLERY

Job Opening

EXECUTIVE ASSISTANT

Job Description

Location

Pitzhanger Manor & Gallery, Ealing Green, London W5 5EQ

Reporting to

Director

Hours of work

Part-time and flexible, between 14 and 21 hours per week, with one half or full day on site at Pitzhanger where possible.

From time-to-time, and agreed in advance, attendance at certain events may be discussed outside ordinary working hours. No overtime will be paid for attending these events but time off in lieu will be given (again to be agreed in advance).

Salary

£16,000 per annum (part-time), depending on experience

Role

Pitzhanger Manor & Gallery is looking for an efficient and detail-oriented Executive Assistant to provide support to the Director and to the Trustees at Pitzhanger Manor & Gallery. This part-time role would be ideal for an organised, experienced and computer-literate individual who would like to work flexibly in a dynamic and welcoming environment. There is opportunity to work in a hybrid manner (onsite and remote) as best suits both parties.

The chosen candidate will manage all diary and external scheduling matters for the Director, and liaise with key contacts of the Trust, and oversee all administrative matters re governance including collating information for Board reports and other major aspects of work such as Development applications or Communications. There may also be the opportunity to support on other aspects of administration at Pitzhanger in discussion with the Director and as per the expertise of the successful candidate.

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. Completely restored, Pitzhanger reopened to the public in 2019 following an award-winning £12m HLF and ACE-supported conservation project following Soane's original design. The adjacent Gallery now stages ambitious and acclaimed modern and contemporary exhibitions attracting a range of contemporary

PITZHANGER

MANOR & GALLERY

artists and architects as it would have done in Soane's own day, and a wide range of diverse audiences.

With an exciting and inclusive programme of exhibitions, events and outreach, we are setting ambitious targets to extend and develop Pitzhanger's audience and further increase its impact. The Pitzhanger staff are entrepreneurial with very high ambitions: we are passionate about heritage and the arts and developing Pitzhanger into a thriving and sustainable venue that has positive impact within its communities and on a wider stage.

This role will act as right-hand support to the Trust's Director in all activities, getting involved in business, practical and administrative matters. The successful candidate will have high-level exposure to the management of Pitzhanger and the wider aspects of running a mid-size and influential arts organisation and will bring their own experience and expertise to the role.

Key Responsibilities

- Support the Director to operate efficiently, including diary management, scheduling of internal and external meetings, making sure the Director is briefed for key meetings and/or collating data to support decisions: preparing reports & proposals where appropriate, undertaking research as needed.
- Depending on working patterns, be available on specific occasions to meet and greet external visitors and/or assist with welcome.
- Assess enquiries addressed to the Director, recommend the proper course of action and action or delegate as appropriate.
- Manage Director's expenses and any travel or other arrangements.
- Develop excellent relations with the Trust's supporters, advisers, consultants, and key stakeholders.
- Act as a point of contact for the Trust; oversee elements of the administration of the Trust, including ensuring effective and efficient filing on projects, both digital and paper.
- Act as Clerk to the Board of Trustees, take Minutes in meetings and prepare the drafts afterwards in a timely manner, be up-to-date on matters of governance; liaise with the Head of Finance regarding Finance Committee schedules and requirements and where appropriate the PTL (Pitzhanger Trading Limited) meetings.
- Attend in person all Trustee meetings (quarterly and one annual 'Away Day') and all official meetings with London Borough of Ealing (twice a year).
- Be willing to take on other suitable responsibilities for the Director as are appropriate for the role and discussed by prior agreement.

Person Specification

- Highly organised with great attention to detail and excellent written communication skills and strong people skills.
- Excellent knowledge and experience of working with Microsoft Outlook and other software including Word, Excel and PowerPoint. Willingness to learn other systems at Pitzhanger including those used for HR and other database management.

PITZHANGER

MANOR & GALLERY

- Highly responsible with the ability to work with absolute discretion, tact, and confidentiality.
- Ability to use initiative to deal with any challenges arising, but also to take instruction where required.
- Team player with a 'can do' attitude and willingness to help with general matters when on site, i.e. room set-up for Board meetings, answering door to Trustees, making teas and coffees on those occasions.
- Enthusiasm for heritage and the arts.

What We Offer

The role comes with certain additional benefits, including Pitzhanger contribution to a personal pension scheme and staff discounts in Pitzhanger's shop and two cafés.

To Apply

please send your CV and a short covering letter (max 1.5 sides A4) summarising how your skills and experience would match the role to applications@pitzhanger.org.uk.

Deadline: Midday 31 March 2026.

Interviews for selected candidates will take place at Pitzhanger, Ealing, London W5 in the w/c Monday 13 April 2026.

Pitzhanger is an equal opportunities employer, and we value and celebrate diversity and inclusion. We want to better represent the communities in which we work, and welcome and encourage all applicants, particularly those often underrepresented in the arts and heritage sector.