



Executive Assistant Job Description

Salary:	£27k-£30k depending on experience
Hours of Work:	Full Time
Place of Work:	Central London (flexible working available up to 1 day per week)
Start Date:	on or before 6 th January 2025
Length of contract:	Permanent
Probation Period:	6 weeks
Notice period:	6 weeks (2 weeks during probation)

Deus Ex Machina (DEM) Productions is an award-winning production company based in central London. Now in our eleventh year of operations, we have produced over 20 critically acclaimed shows date across a wide range of scales, including West End and international productions. Led by Ramin Sabi and Emily Lunnon, DEM produces and manages new work and revivals, including musicals, plays, dance, and immersive work, with a strong history of developing new musicals in particular. Alongside our own producing, we offer General Management and Production Accounting services across the industry, including international clients. A sister company, Precision Theatre, will be launching a cutting-edge theatrical financing arm.

We pride ourselves in being a team-driven company working closely and collaboratively to achieve the best possible work. During an exciting period of expansion, we are seeking an outstanding individual to join the team as Executive Assistant to the Producers, serving as an essential part of the DEM Team.

The Executive Assistant will support the Producers across the work of DEM and sister companies, providing first-class diary management and administration across all operations, as well as handling communications with supporters and investors. They will also support and work closely with the General Manager, Production Coordinator, Finance and Payroll Coordinator, and other staff across DEM's busy and varied slate of projects where required. The successful applicant will be highly methodical and organised, with proven experience of excellent diary management and efficiency in administrative tasks. They will have at least 2 years of experience in a similar role. This role will suit an individual looking to progress in an EA or arts administration path rather than someone looking to progress on a general management or producing path.

Essential Skills and Attributes:

- A minimum of 2 years' experience in administration in a commercial organisation, preferably but not necessarily in the arts;
- Exceptional organisational capacity;
- Exceptional diary management skills;
- Strong numerical capability;
- Exceptional attention to detail;
- Excellent interpersonal, verbal and written communication skills;
- Self-motivated with a strong ability to multi-task and manage time;
- Interest in the commercial sector and an understanding of funding models and procedures;
- Excellent knowledge of Microsoft Office including Excel, Outlook and Word;
- A desire to learn and develop within a team; and
- A good sense of humour and love for theatre.

Key responsibilities include but are not limited to:

- Diary management for the Producers;
- Correspondence for and on behalf of the Producers where required, including investor and stakeholder relations;
- Office administration including room booking, resource and sundries, storage and inventory management;
- Administrative tasks related to productions;
- Minuting meetings and distributing information;
- Investment paperwork and investor correspondence;
- Booking travel and accommodation as required; and
- Such other duties as may reasonably be required.

To apply for this role, please send a copy of your CV, a one-page cover letter detailing your interest in the role and any relevant experience and skills, and a completed [Equality and Diversity Monitoring Form](#) to development@demproductions.co.uk. Should you be considered, first round interviews will be conducted on 21st and 22nd November. All applicants will receive a response to their application.

DEM Productions is committed to equal opportunities and welcomes applications from all individuals. If you have any questions regarding access requirements, please email us.

The deadline for applications is **6pm on Sunday 17th November**.