

**Executive Assistant to the Chief Financial Officer and Chief Product & Technology Officer**

**About us**

ATG Entertainment is proud to stand at the forefront of the live entertainment industry.

Our expertise and capabilities enable producers and other creatives to bring their visions to life and create unforgettable performances for audiences, presented in our landmark venues and delivered with exceptional hospitality. It is the passion of our teams, that cover every discipline across the live entertainment industry, that underpins our continuing strategic growth and success.

**We own, operate or programme some of the world’s most iconic venues**; ATG Entertainment manages 73 venues across the UK, the US, Germany, and Spain.

**We are the world leader in theatre ticketing**; We process more than 18 million tickets every year for hit musicals, acclaimed plays, concerts, comedy shows and a variety of other live events across the UK, US, and Germany.

**We present the world’s best live entertainment in our venues**; working alongside the world’s leading producers and creative artists, our venues present an extraordinarily diverse range of top-quality entertainment.

**We produce award-winning shows**; our in-house production team, ATG Productions, are dedicated to producing critically acclaimed, commercially successful, and creatively ambitious work for the West End, Broadway, Continental Europe and beyond.

People are at the heart of our success. We are passionate about bringing great live experiences to the widest possible audience; about giving the world’s best creative talent the stage it deserves; and about providing our people and partners with opportunities to realise their full potential.

**Our values**

In everything we do, we strive to be Ambitious, Collaborative, Passionate and Smart.

* We are **ambitious** and seek to exceed people’s expectations.
* We are **collaborative** and help each other to reach our goals.
* We are **passionate** about our work, our business, and our industry.
* We are **smart** in our quest for simple, efficient, and innovative solutions.

**Corporate Social Responsibility: our priorities**

* Next Generations: introducing tomorrow’s audiences to the pleasures of live entertainment, recruiting and nurturing the next generation of industry talent.
* Inclusion: improving and promoting diversity, inclusion, and well-being in the workplace.
* Sustainability: helping reduce our impact on the environment by making our business more sustainable.

**A Stage for Everyone - Our Inclusion, Diversity, Equity and Access Mission Statement**

Our stages are a platform for compelling stories – stories that are for all, by all, and of all. We shine our spotlight on our differences and believe that understanding and celebrating these differences makes us better global citizens. We are passionate about the pursuit of true diversity and equality. We strive to make our venues beacons of these ideals in our communities. Onstage and off, we hold ourselves accountable for nurturing an inclusive culture, one in which everyone can bring their authentic selves. At ATG entertainment, we provide a stage for everyone.

We recognise that we do not have all the answers; but we strive to listen, to learn and to change in order to ensure ATG Entertainment becomes a truly inclusive organisation. We therefore welcome and encourage applications from individuals from the widest possible range of backgrounds and particularly welcome applications from those currently underrepresented in our workforce.

We are a Disability Confident Committed Employer, which means that we are taking action to ensure that people with disabilities and long-term health conditions feel supported, engaged, and able to fulfil their potential in the workplace. We will offer an interview or recruitment event to disabled candidates who tell us they wish to participate in the scheme and who demonstrate in their application that they best meet the essential criteria for the role. Where we receive more applications than we are reasonably able to interview for any given role, we will retain applications for the next available interview opportunity wherever possible.

If you’d like to discuss accessibility prior to applying, please email recruitment@atgentertainment.com for a confidential discussion.

**The Executive Assistant Role**

This role is based at ATGE’s London Office in Shaftesbury Avenue where you’ll report to the Chief Financial Officer and Chief Product & Technology Officer and be responsible for the Office Manager at our London office. You’ll also work closely with teams and stakeholders at all levels within the company. You will assist the CFO and CPTO in all administrative activities and undertake projects as required.

**Key responsibilities**

* To be the first point of contact for any queries for the CFO & CPTO and have a deep understanding of their priorities, whilst maintaining confidentiality at all times.
* To provide full secretarial and administrative support i.e., organising diaries across multiple time zones, complex travel arrangements, and to deal with confidential filing, expenses, etc. for your line managers.
* To deal with and act upon all correspondence and manage your line managers’ email inboxes ensuring that emails receive a timely response, as appropriate.
* To maintain all relevant files including itineraries for all travel arrangements, relevant post, daily figures and reports, to-do lists and appointments for the day.
* To provide basic technical and IT support to your line managers, and to escalate when required.
* As part of the small team of EAs, to provide back-up secretarial and administrative support to other members of the Executive Leadership Team (ELT), as and when required.
* To ensure meeting preparation is carried out and any rooms are booked and set up in advance with all necessary equipment and refreshments, and to ensure any visitors are welcomed appropriately.
* To prepare internal and external presentations and financial reporting packs, including Board reports, and Lender Presentations; and, to provide minute-taking services as and when directed.
* To provide administrative support to the wider Finance team, including but not limited to: organising team off-site events, scheduling of annually/quarterly/monthly financial meetings, and planning external investor/lender events.
* To act as Capex Administrator, providing full administrative support to the Capital Expenditure Committees, including scheduling Committee meetings, document preparation and being the key contact for all Capex enquiries.
* To coordinate expense reporting for the ELT company credit cards on a monthly basis.
* To line manage the Office Manager of the Shaftesbury Avenue office.

**Other Duties**

* To carry out any other duties as necessary to ensure the smooth and organised running of the SA office, acting at all times in the best interests of ATG Entertainment.
* To attend training courses as required in order to further self-development.
* To adhere to the company’s health, safety, and risk management procedures to minimise the risk of injury and accidents.
* To carry out any other reasonable task delegated to you by your line managers, their direct reports, or fellow Directors.

**Everyone’s responsibility**

Everyone at ATG Entertainment is expected to play their part in achieving our goals and upholding our core values, by:

* Committing to creating and upholding a positive, inclusive culture that nurtures potential and supports well-being.
* Playing your part in reducing our environmental impact and finding more sustainable ways of working.
* Encouraging the next generation in live entertainment by contributing to our outreach and training programmes, including mentoring students and trainees, and supporting our Creative Learning and Community Partnerships work.
* Having a positive attitude to health and safety, legal and insurance requirements and take care to understand our policies and procedures. You will help us uphold a positive culture around meeting our obligations.

We are all expected to participate actively in the life of the company, and opportunities will arise for you to collaborate with others across the business. Everyone at ATG Entertainment is expected to be flexible and adapt as the needs of the business change, taking on new or different responsibilities as the need arises.

**Your skills, qualities, and experience**

We welcome transferable skills from other industries. If you can demonstrate many of the essential skills, qualities and experience we encourage you to apply. We can provide training where necessary.

For this role, the ideal candidate will have:

* Outstanding organisational and time management skills, able to prioritise their workload effectively.
* Excellent attention to detail.
* Strong communication skills, with the ability to deal effectively with people at all levels inside and outside the business.
* Creative and innovative thinking in relation to problem solving.
* Discretion.
* Strong PowerPoint skills required; good Excel skills are desirable.
* Strong numerical skills and some financial experience is desirable.
* Ability to manage staff.
* Resilience and an ability to work proactively on their own initiative and effectively as part of a team.
* Flexible, adaptable, and willing to go above and beyond.
* Excellent customer service and the ability to deliver to a high standard of competence.
* The ability to work well under pressure and a proven ability to manage and meet conflicting deadlines.