



SENIOR EXECUTIVE ASSISTANT JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: General Manager

Key relationships: Artistic Director, Co- Executive Producers, General Manager, Senior Management Team (SMT), Producers

Salary: £42,000 - £45,000 per annum, depending on experience

Deadline for applications: 10am on Monday 13th January 2025

How to apply: Complete the application form [here](#) including your CV and cover letter.

If you have any questions or are experiencing any difficulties with the application process, please contact workwithus@punchdrunk.com.

OUR HISTORY

Founded in 2000 by Felix Barrett, Punchdrunk has pioneered a game-changing form of theatre which places the audience at the very heart of the action. Recently listed amongst **the 50 most influential artists of the last 50 years** (Sky Arts, 2022) alongside Bowie, Sir Steve McQueen and Vivienne Westwood, Punchdrunk disrupts the theatrical norm, creating worlds in which audiences can rediscover the childlike excitement of exploring the unknown.

Its iconic “mask” shows, which redefined the genre of immersive experiences, have been cited amongst **the 40 creative moments that changed culture** (Creative Review), and have found phenomenal success across the globe, with record-breaking productions established in the US, UK and China. *Sleep No More* in New York has been playing to sell out audiences since 2011, and in Shanghai the show has been running since 2016, making it the longest running show in the city's history. *The Drowned Man: A Hollywood Fable* broke the National Theatre's box office records when it went on sale in 2013. Punchdrunk's 2022 London production, *The Burnt City*, became the company's longest-running show in its home city, coinciding with the opening of its first permanent venue at 1 Cartridge Place in Woolwich.

In 2024, *Viola's Room* debuted in Woolwich, marking a bold shift from Punchdrunk's signature mask performances. This intimate, barefoot sensory experience distilled two decades of the company's immersive expertise, using binaural sound to create a deeply personal journey.

Alongside these landmark live theatrical experiences, Punchdrunk has taken its ground-breaking approach to cross-cultural collaborations in music, tech, fashion and TV: from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and HBO to Brad Pitt's Plan B Studios – most recently with TV series *The Third Day*, starring Jude Law, Naomie Harris, Katherine Waterston, Emily Watson and Paddy Considine which included the Bafta-nominated live event: *The Third Day: Autumn*: a 12-hour live episode, filmed in one continuous take.

Punchdrunk's past theatrical works include: *The Drowned Man: A Hollywood Fable* (with the

National Theatre), *The Crash of the Elysium* (Manchester International Festival), *The Duchess of Malfi* (with ENO), *Sleep No More* (with the American Repertory Theatre, Boston, Mass.), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival), *Tunnel 228* (in collaboration with The Old Vic), *The Masque of the Red Death* (with Battersea Arts Centre), *Faust* (in collaboration with the National Theatre), and *The Burnt City*.

THE ROLE

The Senior Executive Assistant is a pivotal leadership role within Punchdrunk, providing comprehensive support to the Artistic Director and two Co-Executive Producers. Playing a central role in supporting executive decision-making, operations management, and strategic planning, you will take ownership of executive management processes, ensuring seamless alignment across all senior leadership activities.

At the forefront of executive operations, you will oversee complex schedules, coordinate multi-stakeholder engagements, and champion best practices in administrative and communication processes, actively contributing to the strategic success of Punchdrunk by supporting special projects, fostering collaboration across the organisation, and taking ownership of high-level initiatives.

Operating at the heart of Punchdrunk, the Senior Executive Assistant builds and maintains key relationships with artists, partners, stakeholders, and advocacy guests, serving as the central communication hub between the Artistic Director and Co-Executive Producers and internal teams as well as external collaborators.

This role demands outstanding organisational and leadership skills, exceptional communication, and discretion. You will lead efforts to streamline executive workflows, prioritise strategic initiatives, and enhance company-wide collaboration. This is an exceptional opportunity for an experienced professional to thrive in a vibrant, fast-paced, and innovative environment.

JOB DESCRIPTION

- Act as a trusted partner to the Artistic Director, Co-Executive Producers, and General Management team, offering strategic insights and anticipating needs.
- Manage and optimise workflows across the executive leadership team, identifying opportunities to improve processes and communication.
- Serve as a trusted advisor, providing counsel on best practices for time management, delegation, and stakeholder engagement.
- Foster a collaborative and efficient working dynamic among the three executives and their teams.
- Represent the executives in meetings, preparing briefings and delivering key updates and schedules on their behalf as needed.
- This role may include the line-management of a junior assistant in the future, depending on team structure and business needs.

Diary and Schedule Management

- Oversee the Artistic Director's and Co-Executive Producers' schedules, ensuring efficient time allocation for strategic priorities, stakeholder engagements, and creative initiatives.
- Work closely with Senior Producers, Production teams, and external partners to

coordinate meetings, workshops, and site visits.

- Plan and execute detailed travel itineraries for domestic and international engagements, factoring in logistics for multi-city trips, cross-time-zone coordination, and contingency planning. Serve as the key contact point for the executive team while they are overseas, which may require working outside of regular business hours.
- Maintain a comprehensive calendar of major organisational milestones, ensuring key dates and commitments are prioritised across the executive team.
- Coordinate with external stakeholders to arrange high-profile engagements and special events.

Communication and Stakeholder Management

- Serve as the primary point of contact for the Artistic Director and Co-Executive Producers, managing and building relationships with key internal and external stakeholders, funders, and high-profile collaborators to foster collaboration and goodwill.
- Actively manage incoming enquiries, prioritising urgent matters and strategically rearranging calendars as needed. Ensure that relationships are maintained with those whose priorities are adjusted, handling changes with professionalism and care while delegating tasks to other teams when necessary.
- Represent the Executives and Punchdrunk with diplomacy and professionalism at public events, press nights, and industry forums.

Meeting Coordination and Strategic Support

- Lead the organisation of all executive-level meetings, ensuring agendas are comprehensive and minutes and outcomes are action-oriented.
- Prepare high-quality briefing documents, presentations, and reports to facilitate informed decision-making by the executives.
- Track and follow up on action points from meetings, ensuring deadlines are met.
- Coordinate cross-departmental collaboration to ensure alignment on organisational priorities and initiatives.
- Actively contribute to strategy sessions, offering administrative insights and logistical solutions to drive efficiency.

Administrative Support

- Draft, review, and manage all incoming correspondence on behalf of the executive team, ensuring replies align with Punchdrunk's vision and values while handling standard emails and flagging urgent matters for attention
- Take responsibility for coordinating the entire process of booking events for the Artistic Director and Co-Executive Producers, overseeing the logistical arrangements, such as securing venues, arranging transportation, and managing any necessary accommodations.
- Handle phone calls for the Artistic Director and Co-Executive Producers, addressing enquiries directly or directing them to the appropriate person.
- Implement, maintain, and manage the Artistic Director's and Co-Executive Producers' emails and online filing systems.
- Collate and process expense claims for the Artistic Director and Co-Executive Producers, liaising with the Finance Manager to track credit card purchases and receipts appropriately.
- Coordinate and, when necessary, organise special events, such as team away days, internal social gatherings, and personal appointments (e.g., dentist, doctor, childcare arrangements), as directed.

Production and Creative Support

- Provide high-level support to production and creative teams, including scheduling and advising on the Artistic Director and Executive Producers' diaries to aid planning.
- Oversee the preparation and distribution of press night materials, ensuring alignment with Punchdrunk's artistic vision.
- Manage internal and external event logistics, including VIP and stakeholder attendance at performances, press nights, and advocacy events.
- Support the creation and distribution of creative briefs and project outlines, ensuring that all deliverables are completed on time

Ad-Hoc and Event Support

- Assist the Executive Team, Producers, and Senior Management Team with ad-hoc research projects.
- Arrange the signing and distribution of press night cards/gifts when required.
- Attend performances and press nights as required, serving as a senior ambassador for Punchdrunk and the executive team, representing the company with professionalism, strategic insight, and a commitment to enhancing its reputation and relationships within the industry
- Any other reasonable duties as required by the Artistic Director, Executive Team or General Manager.

PERSON SPECIFICATION

Essential experience, skills and attributes

- A minimum of 5 years' experience in a senior executive or leadership support role, demonstrating a high level of responsibility and autonomy.
- Highly organised, efficient, and adaptable, with the ability to manage complex priorities independently while maintaining exceptional attention to detail.
- Strong capability in strategic forward planning, proactively managing demanding schedules, and using initiative to anticipate and address needs.
- Proven expertise in managing upwards, anticipating executive requirements, and ensuring smooth operations in high-pressure environments.
- Exceptional ability to handle sensitive, confidential information with discretion, and to interact diplomatically with a wide range of senior stakeholders, including high-profile individuals and teams.
- Approachable, professional, and confident in engaging with staff, artists, and external partners at all levels, fostering strong working relationships.
- Outstanding written and verbal communication skills, with the ability to tailor messages to diverse audiences, from internal teams to external partners.
- Skilled at maintaining focus and delivering results in a fast-paced, dynamic office environment, effectively managing multiple tasks and competing demands.
- Advanced proficiency in IT, with a strong command of office software and communication tools.

EMPLOYMENT TERMS

Contract: Full-time (standard 40 hours per week, Monday - Friday 10am-6pm), with additional out-of-hours support required to assist the executive team as needed.

Salary: £42,000 - £45,000 per annum, depending on experience

Probation period: 3 months (notice during probation 4 weeks on either side)

Notice period: 3 months

Pension: 5% employer contribution, following completion of probation period

Holiday: 20 days holiday per annum (rising to 25 days after one year) + UK bank holidays

Place of Work: Punchdrunk offices in Woolwich, London. There may be some international travel based on evolving business and project requirements.

Due to the nature of this role some evening or weekend work will be required. No overtime is paid but the Company operates a TOIL policy.

HOW TO APPLY

To apply, please complete the application form [here](#), providing your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

If you have any questions or are experiencing any difficulties with the application process, please contact us at workwithus@punchdrunk.com.

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

NOTES TO APPLICANTS

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time.

If you are called for an interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.