



Executive Assistant

RECRUITMENT PACK

Perth Theatre and Concert Hall
Mill Street
Perth PH1 5HZ



Who We Are

Central to local cultural life for over 125 years, Perth Theatre and Concert Hall create life affirming, shared experiences in the performing arts that ignite the imagination and make living more meaningful. Our world-class venues, award-winning programming and inclusive learning and engagement projects play an essential role in stimulating positive wellbeing within the communities we serve, benefitting the local economy and raising the profile of the area.

Perth Theatre and Concert Hall is the trading name of Horsecross Arts Ltd, the charitable organisation established in 2005 to run both venues. Horsecross Arts Ltd is registered in Scotland, no. SC301328 and a charity no. SC022400.

"It's one of the things that attracted me to Perth... the cultural life... it seems it's fantastic. There's a great variety in the theatre and the concert hall... we're so lucky!" Audience Member



Our Vision & Mission

"To ensure the performing arts are essential to our communities."

From our base in Perth City and across Scotland at large, our mission is to use the performing arts to inspire, explore, connect, and educate, as sustainably as possible:

Inspire - as a source of entertainment, enlightenment, joy, and wellbeing;

Explore - forging into the new, inventing fresh approaches and developing different ways of working;

Connect - with our communities, meeting their needs, striving to include everyone;

Educate - by supporting learning and training across our whole range of activities for staff, participants, the sector, and future generations.

IDEA – Inclusion, Diversity, Equality & Accessibility

Perth Theatre and Concert Hall is working to ensure our organisation is fully representative of the communities we engage with locally and nationally. We believe in the transformative power of the performing arts and understand that embracing diversity of backgrounds, experiences, skills, cultures, and outlooks is critical to fulfilling our Vision.

We start from a position of inclusion being fundamental to all our activities. We are committed to providing life-enhancing experiences for everyone, whatever their age, background, ethnicity, gender, geographical location, physical or mental ability, religion, sexual orientation, social conditions, work or employment status. Necessarily, our approach steps beyond the letter of the law to achieve this.

Our commitment to IDEA will be central to all our policies and processes, from recruitment and operations to the delivery of our public engagement, performances, and events. Undertaking continual review and training, we will closely monitor, and be transparent about, our progress.

The Role

Job Title: Executive Assistant

Status: 22.5 hours per week (part-time)

Reports to: Director

Salary: £20,052, equivalent to £33,420 on a pro rata basis

Purpose of the Role

This role is a central part of Perth Theatre and Concert Hall's (PTCH) executive function, providing high-level support to the Director and Leadership Team.

The Executive Assistant supports the effective operation of PTCH by coordinating leadership activity, governance, organisational communication and strategic priorities.

Acting as a trusted and highly organised coordination point, the Executive Assistant will help the Director manage competing priorities, maintain strategic focus and ensure clear communication internally and externally.

The role requires excellent judgement, discretion and organisational awareness, as well as the ability to manage complex workloads, anticipate needs and drive actions and priorities across the organisation.

Organisational Relationships

The Executive Assistant will also support the wider Leadership Team, including the Director of Commercial Operations, Head of External Relations and Head of Finance & HR, and will line manage the Arts Administrator.

The postholder will work closely with Trustees, artists, visiting companies, funders, stakeholders and staff across all departments, acting as a key coordination point within a busy, fast-moving creative environment.

Base - Your principal base is Perth Theatre, though you will be required to work at other Perth Theatre and Concert Hall sites as necessary.

Main Duties and Responsibilities

Executive Leadership & Support

- Provide high-level executive support to the Director across all aspects of their role, including diary management, meeting coordination, communications and organisational planning;
- Act as a principal point of coordination for the Director's Office, managing requests, correspondence and competing priorities with professionalism, discretion and sound judgement;
- Support the Director in managing time effectively, ensuring priorities remain aligned to organisational objectives and strategic activity;
- Coordinate and support the wider Leadership Team, including the Director of Commercial Operations, Head of External Relations and Head of Finance & HR;
- Maintain oversight of Leadership Team actions and organisational priorities, ensuring agreed actions, deadlines and reporting requirements are appropriately progressed and followed through;
- Support the Leadership Team in maintaining strategic focus and effective organisational planning;
- Prepare presentations, briefing documents, reports, agendas and supporting papers as required;
- Undertake research, information gathering and project coordination in support of organisational priorities and strategic initiatives;
- Draft and coordinate internal and external correspondence on behalf of the Director and Leadership Team;

- Ensure meetings are appropriately coordinated, purposeful and effectively administered;
- Coordinate travel, accommodation, itineraries and hospitality arrangements where required;
- Act as a first point of contact for a range of external stakeholders, including Trustees, artists, partners, Perth & Kinross Council and visitors.

Governance & Board Administration

- Support the effective administration of the Board and Committee structure;
- Coordinate Board and Committee meeting schedules, agendas, papers and circulation deadlines;
- Attend Board and Committee meetings as required and prepare accurate minutes and action tracking;
- Support communication and coordination between the Director, Chair, Trustees and Leadership Team;
- Maintain governance records, meeting documentation and organisational records appropriately and confidentially;
- Support the smooth administration of governance processes, reporting cycles and organisational deadlines.

Organisational Coordination

- Support effective communication and coordination across departments and projects;
- Coordinate cross-organisational responses, updates and information requests where required;
- Help maintain effective organisational systems, administrative processes and information management;
- Support organisational planning activity, including meetings, away days, presentations and internal events;
- Maintain an engaged understanding of the organisation's programme, operations, priorities and external relationships in order to support the Director and Leadership Team effectively;
- Exercise discretion and confidentiality in handling sensitive organisational, staffing and governance matters.

Line Management

- Line manage the Arts Administrator, ensuring clear delegation, support and day-to-day coordination of administrative responsibilities;
- Support the development of effective administrative systems and processes across the organisation;
- Help maintain a positive, professional and collaborative working culture within the executive and administrative functions.

General

- Develop a clear understanding of the organisation's work and be able to articulate its Vision confidently and consistently;
- Act as an ambassador for Perth Theatre and Concert Hall, representing the organisation with professionalism and credibility;
- Contribute to an enthusiastic, positive and collaborative working environment;
- Follow all PTCH guidelines, policies and procedures;
- Work in accordance with PTCH's Inclusion, Diversity, Equality & Accessibility strategy;
- Support green and sustainable initiatives across the organisation;

- Be GDPR compliant and maintain confidentiality at all times, including handling Freedom of Information requests reporting to the Information Commissioner;
- Undertake ongoing professional development and training as required;
- Undertake any other duties as may reasonably be required by the Director.

Person Specification

You will be highly organised, proactive and professionally confident, with experience supporting senior leadership within a busy and fast-paced environment.

You will possess excellent judgement, discretion and communication skills and will be comfortable managing competing priorities, coordinating senior stakeholders and maintaining oversight of complex organisational activity.

You will be calm under pressure, solutions-focused and capable of anticipating needs before they arise.

Most importantly, you will bring professionalism, reliability and a commitment to supporting the effective leadership and operation of PTCH.

Essential Skills & Experience:

- Significant experience in an Executive Assistant, Personal Assistant or senior administrative role;
- Experience supporting senior leadership and/or governance structures;
- Excellent organisational, administrative and time-management skills;
- Strong written and verbal communication skills;
- Ability to manage competing priorities and work proactively using sound judgement and initiative;
- High level of discretion and ability to handle sensitive and confidential information appropriately;
- Excellent interpersonal skills and ability to build effective working relationships at all levels;
- Experience coordinating meetings, agendas, papers and minute taking;
- Strong IT skills including Microsoft Office systems;
- Experience of systems such as YesPlan, SharePoint or Spektrix, or other transferable project management software;
- Ability to coordinate projects, actions and organisational processes effectively;
- High levels of accuracy and attention to detail;
- Ability to work collaboratively within a fast-moving environment.

Desirable:

- Experience working within the arts, cultural or charitable sector;
- Experience supporting Boards or Trustees;
- Understanding of governance and reporting processes within a charity or cultural organisation;
- Interest in the performing arts and the role of cultural organisations within wider society.

Terms & Conditions

Salary: £20,052 per annum, equivalent to £33,420 on a pro rata basis, paid monthly by bank credit transfer on the last working day of the month. No paid overtime or infringements are payable;

Annualised hours of 22.5 per week (1170 per annum).

Annual Leave entitlement is 30 days pro rata (rising by 2 days after 3 years' service plus an additional 3 days after 5 years' service) including 10 days Public Holidays (4 fixed – Christmas Day, Boxing Day, New Year's Day, 2nd January).

The Company operates auto-enrolment and has a Pension Scheme in place. We will comply with legislation around auto-enrolment including opt-in and opt-out arrangements.

This role is subject to a 6-month probationary period.

How to Apply

Deadline: Friday 12 June 2026 (12 noon)

Interviews: w/c Monday 15 June 2026 (in Perth)

If you would like further information about this role, please contact:
recruitment@perththeatreandconcerthall.com

To apply, please submit your CV and a covering letter detailing relevant experience and interest in the role to:

recruitment@perththeatreandconcerthall.com