

Personal Assistant Job Description

May 2021

Key Information

Job Title: Personal Assistant to Debris Stevenson

Key Contacts: Debris Stevenson and Johanna Taylor (The Wright to Rave Producer)

Start Date: w/c 31st May 2021

End Date: 29 Oct 2021 (total 22-week contract)

Fee: Up to £3,300 (£550 per month over 6 months totalling 22 weeks. With the expectation of no more than 12 hours a week averaging at £12.50 per hour)

Monthly payments – freelance contract.

How to Apply

To apply, please submit a CV (no more than two sides of A4) and cover letter (no more than one side of A4) outlining your experience and why you are interested in the role to me@debrisstevenson.com and Johanna.taylor@hotmail.co.uk by 12pm (noon) on 20th May.

Please contact me@debrisstevenson.com and johanna.taylor@hotmail.co.uk if you have any queries or would like an informal call to discuss the role **by the 20th of May.**

Interviews will be held on 24th May so please let us know in your application if you are not available that day.

About the Role

Working Hours: Up 12 hours per week

Where these hours land across the week is negotiable but there will be some weeks that need to be set in advance due to performances or residencies. Some weeks also may be slightly more and others slightly less. There is a possibility to go up to 2 days a week (big project pending) with the intention to extend this contract to 12 months or longer.

Work Base/Location: Predominantly remote working.

A London location is preferable as the vast majority of Debris' work and meetings take place there. Regular phone, Skype and message communication will be sustained. Please note, as a result of the nature of this working structure we expect you to have your own laptop and work phone. There is a series of residencies planned over this period across the UK, if you are required to be at any of these locations travel and accommodation will be covered.

Job Summary:

To provide central support for Debris, as a professional writer, director, and performer. The successful candidate will:

- represent Debris in a professional manner when dealing with enquiries;
- provide administrative support with regards to travel, events and communications;
- keep her website and social media up to date;
- support project relevant research and documenting projects.

This is an exciting role, providing an insight into the support systems needed when working with a multi-disciplinary artist, established production team and land mark institutions such as Sky, The Royal Court and Hightide Theatre. Though much of the work will be hands on - emails, calendar management and minutes - there is also ample space for you to get creative especially in relation to efficient communication systems, building Debris' personal brand and maximising Debris' creative capacity.

Task Summary:

	Main Responsibilities	% of time
1.	Administration: -Maintaining up to date event and artists information on website and social media content on a weekly basis (keeping bio and gigs up to base, ensuring all events are being promoted). -Researching, organising and booking travel and accommodation. -Managing Debris' Google Calendar. -Organising and managing shared online filing systems such as Google Docs. -Assisting at relevant events. -Invoicing and updating Debris' Financial folders. -Project relevant research. -Proof read documents such as bios and press copy.	40
2.	Communications: -Monitoring Debris' Personal Email account ensuring all urgent enquiries are addressed. -Managing all bookings and enquiries – working with agents where relevant. -Keeping and distributing minutes from meetings. -Checking social media inboxes. -Sit in residentials and help capture/document content. -Sustain communication in brand relationships.	40
3.	Personal Assisting: -Supporting Debris with personal admin tasks such as planning holidays and house viewings/moving etc. -Supporting Debris maintain her health and wellbeing by ensuring she has a balanced schedule and booking in physio, therapy etc. -Errand Running.	20

Skills Required:

	Essential	Desirable
Personal skills/ attributes	<ul style="list-style-type: none"> -Confidence and enthusiasm. -Excellent verbal and written communication skills. -A conscientious and flexible attitude to working duties and hours. -Excellent administrative and organisational skills. -Teamwork skills as well as being able to work independently, with minimum supervision. -Excellent time management skills and able to work to tight deadlines. -Ability to problem solve. 	<ul style="list-style-type: none"> -A passion for the arts, grime and young people. -A passion for tackling socio-economic inequality and systemic prejudice.
Experience	<ul style="list-style-type: none"> -Familiar with all social media platforms; Instagram, Youtube, tweetdeck/Hootsuit, Wordpress, Youtube etc. -Admin experience. -Familiar with Google Calendars and how to manage a busy email inbox. -Proof reading. -Website management. 	<ul style="list-style-type: none"> -Personal Assisting experience. -Experience of working remotely, as well as part of a team. -Experience working within the Arts, Theatre, TV and/or music industries. -Camera skills.
Knowledge	<ul style="list-style-type: none"> -Computer literate -Sound ability with email, web, social networking as well as MS Word and Excel. -iOs systems. -Google Calendar and Google Drive. 	<ul style="list-style-type: none"> -Driving Licence. -Experience using Canva or other document layout software.

Key Contacts: Debris Stevenson and Johanna Taylor.

Debris will be the key point of contact however this role is also partly funded through The Write to Rave, an Arts Council England project produced by Johanna Taylor. When supporting Debris' work on this immersive theatre piece about Raving as Radicalism you will work will also work directly with Johanna Taylor.

More about Debris:

Dyslexic academic, Grime-poet and Bashment dancing social activist. Debris explores the intersectional, unexpected and unjust - ideally whilst making you laugh and/or dance.

Debris has worked in 30 countries, raised over £300,000 with her company The Mouthy Poets to develop young talent, designed foundation performance poetry modules at Nottingham University and had her debut poetry pamphlet, *Pigeon Party*, published by Flipped Eye.

Debris' debut show, *Poet in da Corner*, premiered at The Royal Court in 2018, receiving 4-5 stars and seeing Debris nominated for an Emerging Talent of The Year Award (Evening Standard Theatre Awards). *Poet in da Corner* toured the UK early 2020 alongside the release of the album (Accidental Records).

Debris is currently developing several TV shows, a play for Hightide Theatre and *The Write to Rave*, an immersive play exploring raving as radicalism. When Debris' not writing she can be found dancing for The Heatwave, Red Bull Music Academy and Sillis Movement.

<https://www.debrisstevenson.com/>

More about Johanna:

Johanna is a Producer based in London who works with performing arts, digital and visual artists to create work that informs, delights and inspires audiences.

I care about work that is vibrant, representative and contemporary. Work that pushes the boundaries of form, blends artforms and provides something new. Work that makes audiences think deeply about important issues, and maybe goes a way to helping them better understand the world around them.

She works closely with creatives from idea generation to presentation and am passionate about bringing order to chaos with sensitivity around the creative process.

Since starting her career in 2012, she has worked with world class organisations including Dance4, Birmingham Repertory Theatre, Arts Council England, City of London Corporation, Barbican, Museum of London, London Symphony Orchestra, Guildhall School, Improbable Theatre and set up her own companies No Stone Theatre and Johanna Taylor Productions.

She is very proud to be on Stage One's Bridge the Gap Programme which was set up to encourage the diversity of Commercial Theatre Producers and is a recent recipient of their Producers' Bursary.

She has been Treasurer for Foan & Fortune - a lovely female-led theatre puppetry company - since 2019.

<https://www.johannataylor.co.uk/>