

Role Profile

Job Title	:	Assistant to Executive Commercial & Brand Director & Team Coordinator
Pillars	:	Sales & Marketing Pillars
Band	:	2

Business Purpose:

The Sales & Marketing pillar works to promote Aardman's raft of Intellectual Property (IP) to audiences across the globe, via live events and attractions (including theme parks, exhibitions, and workshops), an exciting licensing programme (taking in everything from books to clothing) and distribution of our films and series (as well as third party productions) across TV, streaming services and YouTube.

It also encompasses our PR and social functions, which share the latest news on everything we do at Aardman, both on fan-facing platforms (such as Facebook and our brand websites) and business-to-business platforms (such as LinkedIn and Industry press outlets.)

Duties & Responsibilities:

- To manage and co-ordinate the Directors' time through diary management, setting up meetings, scheduling work in accordance with various commitments.
- To prep materials for meetings and prepare presentations as required including tech set up, coordinating with Head of Departments and the wider Sales & Marketing team, agenda setting.
- To take notes in meetings as required and to proactively follow through action points from such meetings. Maintaining and updating key documentation and distribution to relevant parties.
- To assist with various financial matters including the raising of purchase orders, credit card statements and expenses.
- Research as required for external events and meetings.
- Providing supporting documentation to any key business meetings / background information on potential partners etc.
- Organising Internal events, away days and symposiums etc
- Complete and submit to the Accounts Department weekly timesheets for specific members of the team as needed.
- Where required, assist the team in setting up new joiners with necessary assets, raising NDAs and crew booking forms.
- To help with the preparation and management of budgets for internal & external events (e.g. presentations, Film

Festivals, MIPCOM, Kidscreen, etc.)

- To arrange and monitor departmental travel requirements, both national and international. Sorting out and coordinating itineraries.
- To co-ordinate departmental administrative needs (e.g., new starters, holiday planning, room plans etc.).
- To liaise with other Assistants/Co-ordinators to be aware of other senior management diaries.
- Project specific work as time allows –prepping of reports, tracking etc.
- To organise department stationery and postage.

Other responsibilities:

- To manage the flow of general correspondence that needs signature/approval.
- First point of contact for teams
- To ensure the effective flow of information within the department and between departments.
- To participate in Assistant/Co-ordinator group meetings.

Responsible to: Emma Hardie, Executive Commercial & Brand Director

Person Specification:

- Previous experience in organizational role is crucial.
- Ability to work well under pressure and prioritise across multiple deadlines.
- Fluent in Microsoft Word, Excel, Outlook, and Teams.
- Excellent communication skills – both written and verbal, grammatically strong.
- Strong time keeping skills.
- Database & spreadsheet experience with ability to present information clearly.
- Design and Presentation skills an advantage.
- Numerical ability (accustomed to dealing with company financial information on spreadsheets and producing basic financial reports)
- Ability to act on own initiative.
- Pro-active, flexible, team-based approach
- Discretion – due to the confidential nature of projects in the department
- Researching skills – desirable
- Some project work experience – desirable