

Role Profile

Job Title	:	Executive Assistant to MD & Executive Board (Maternity Cover)
Department	:	Exec Board
Band	:	Operations 3

Main purpose of the job: To provide senior level EA and some secretarial support to the Managing Director, and, as required, the wider Executive Board, as well as providing an effective communication link between the Executive Board, Trustees, PRG, and the rest of the company.

Duties and Responsibilities:

Communications:

- To provide an effective communication link between the Managing Director, Executive Board, Trustees, Partner Representation Group and other departments by establishing a good working relationship with all company personnel to ensure that the Managing Director is up to date at all times.
- To provide Diary management for the Managing Director, Co-Founder/Creative Director and as required, the wider Executive Board.
- To ensure regular contact is developed and maintained with all departments.
- To follow up on objectives and action points from meetings and Managing Director direct reports to ensure progress towards these and to update the Managing Director on a regular basis.
- To be initial point of contact for incoming telephone calls and other enquires to the Managing Director and wider Executive board (internal and external), handling daily correspondence.
- To make decisions on which information (verbal, written, internal, external) needs to be brought to the attention of the Managing Director and to prioritise this information as appropriate.
- In the absence of the Managing Director to check, organise and respond to emails and other correspondence.
- To assist the Managing Director with his strategic management responsibilities/EOA by co-ordinating and supporting his work by gathering, assessing and communicating the views and feelings of employees' company wide.
- Working with the Studio PR and external advisors, to liaise with media and external parties regarding PR matters.
- To create PowerPoint presentations with audio/visual content for various Managing Director and Co-Founder keynote speaking events, festival and industry talks and keep them updated.

Diary, Travel and external commitments:

- To manage & co-ordinate the Managing Director, and as required, the wider Executive Board time - to include setting up meetings, visits, scheduling work in accordance with various commitments, upkeep of diary etc.
- To manage the inbox for the Co-Founder/Creative Director and deal with invitations, enquiries as required.
- To organise national and international travel and accommodation arrangements such as Annecy Animations Festival June 2026, LA Business trips and national conference attendance.
- To ensure that the Managing Director, and as required, the wider Executive board have relevant information prior to each meeting /discussion and that they are aware of items requiring their attention. To include minutes, agendas and/or summaries of intended discussion points/meeting objectives.
- To flag any industry events which may be appropriate or of interest to the Managing Director.
- To liaise with external organisations (colleges, festivals) when they invite the Managing Director to attend or speak.

- To prepare PowerPoint presentations, slides, visuals and other materials required by the Managing Director for external talks.
- To assist with project work in connection with the Managing Director's commitment to outside bodies, including Encounters Film Festival, Slapstick Festival the UK Film Council, National Film and Television School, Training bodies and charities.

Meetings and projects:

- To co-ordinate and minute Executive Board quarterly meetings and Trustee meetings, tracking actions & collate Director Board reports.
- To co-ordinate agenda items for the Executive Board Team using the Exec Board Teams Channel. Collate and communicate information, taking into account the sensitivity and complexity of the information.
- To run large company meetings such as virtual Town Halls to 300+ Partners via Teams to enable the Executive Board to deliver updates. Coordinate cross department content collation with presenters and providing technical support.
- To assist with project work connected to features projects and partners.
- To support the planning and delivery of the Creative Review in-person offsite event for all Partners in December 2025.
- To support the planning and event management for Aardman's 50th Anniversary party celebrations in September 2026. Take a lead with the internal Project Team and act as key contact for the venue.

Other:

- To assist with various financial matters to include: the compilation of department budget, the raising of purchase orders, the monitoring and control of budget and re-charging of fees and expenses.
- To represent Aardman at industry functions as appropriate; to co-ordinate, greet and look after external speakers/visitors.
- To maintain internal filing systems.
- To stay up to date and champion collaborative working via MS365 & Teams
- To oversee & set good practices within the PA Group.
- Support company initiatives such as Annecy and the Creative Review.
- Process credit card reconciliation, board expenses and timesheets
- Coordinate ad hoc onsite celebrations across both sites for such things as award nominations and project greenlight celebrations
- Take an active part in the Social Committee and liaise with Exec Board to agree dates, budget and plans for any significant activities.

Responsible to: Managing Director

Person Specification:

- Candidates must have substantial previous experience as a PA/Assistant or equivalent working at Senior Management/Director level.
- Extremely tactful and diplomatic, with proven experience in effectively handling sensitive/confidential information.
- Excellent communication skills, able to adapt communication style in difficult or sensitive situations.
- A high level of written communication and diary management skills.
- Excellent attention to detail with a high level of accuracy.
- High level of computer literacy and word processing skills.
- Highly pro-active approach to work and able act on own initiative and manage own workload, with minimum supervision.
- Strong organisational ability - both in terms of others and self.
- High level of team working ability.
- Very flexible, willing and adaptable - at times it may be necessary to undertake work not specified in the main duties.