

STORYHOUSE

so  
incredible.

**Executive  
Assistant  
Recruitment  
Pack**



Antigone, 2021, Mark  
McNulty



Storyhouse, 2017, Becci Lane

# Contents:

---

- Introduction from the CEO
- Our Story
- Our Strategy
- Our Building
- The Role
- Application Process

# Welcome from the CEO

Thank you for considering applying to join Storyhouse as our Executive Assistant.

This is a critical role working directly with me, and colleagues in the Senior Leadership Team as well as our Board of Trustees. We are looking for someone who is passionate about administration, loves organisation, has fantastic attention to detail and wants to be at the heart of a community-focused charity.

Storyhouse is one of the UK's foremost cultural charities; its home in Chester incorporates a library, theatres, and a cinema. It is also an acclaimed theatre producer and runs the country's most successful regional open-air theatre in the city's Grosvenor Park, as well as the innovative Moonlight Flicks open-air cinema each year.

Storyhouse plays an important part of cultural life in Chester and continues to be a beacon of inspiration for many other cities and towns for the role it has played in social and economic regeneration, its successful and unique integration of world-class theatre, cinema, and library facilities, as well as its bold, exciting, diverse, and award-winning programming.

It is a great place to work. We offer a flexible and supportive working environment, value experience as well as skills and qualifications, and work to ensure everyone in the organisation is aware of our equality and diversity commitments. We want to support all staff to fulfil their potential and enjoy a happy and healthy workplace.

We hope you decide to join us.

Annabel





Chester Disability Pride Parade, 2023, Mark McNulty

# Our Story

You can find a bit about who we are on our [website](#), discover more about our innovative home and how it came to be in [this case study](#) by Arts Council England, or read about our renowned library in this [blog](#) by the DCMS's library team.

Above all, Storyhouse is a creative community. As a diverse cultural organisation, our home is one of the country's most successful cultural buildings housing a cinema, theatres and a library. Last year we welcomed 800,000+ people through our doors. We are both a community hub and combined arts producer.

Our library attracts international recognition, known for its seamless integration, and boasts the longest opening hours of any UK public library.

In 2023-24, we supported 5,768 young people to connect and create, ran 180 free rhyme-time sessions, created 423 magical performances indoors and outdoors, sold 108,298 theatre tickets and hosted a total of 1,618 cinema screenings.

Visits are roughly split into thirds between event attendances, library users, and wider participation. We enjoyed the support of over 14k volunteer hours and 1,328 different individuals were involved in making and supporting our work.

Grosvenor Park Open Air Theatre, which we founded in 2010, is the UK's largest regional open-air theatre, welcoming over 25,000 people every summer.



# This House is Your House

We've become a vital part of the region's cultural landscape and a place of safety and support for our communities - especially for young people, giving them a space where they can reimagine their place in the world.

Over 40 community groups use us as a base for creative activity each month, including LGBTQIA+ and disability groups, refugee integration activities, mental health support sessions, and groups combatting social exclusion by age.

We work extensively with young people and provide a range of different programmes, from youth theatre and our young company, to young leaders, young programmers, and our many schools and education programmes. Throughout our work we collaborate with local partners throughout to ensure we are reaching the people that would usually have the least opportunity to participate.

Across everything we do, we work to give people the power to build their own creative communities through inspiring stories and shared creative experiences: [this house is your house](#).

As we blend theatre, library, restaurant and cinema services, we share inspiring stories and stage creative events which empower people to nurture their creativity and bring together communities. Through our work, we hope to build a more connected, inclusive and creative community network.

The more open we are to the true and rich diversity of our communities, the more vividly we fulfil our purpose. More engagement from more of our communities will make more of Storyhouse.

We are committed to creating a team which is representative of our communities and to bringing together those with a variety of skills and experiences to help shape what we do and how we work.



A Midsummer Night's Dream, 2023, Mark McNulty

# Our Strategy...

Storyhouse is about to enter an exciting new phase in our evolution as we look to develop our programmes, based on a new strategic plan, to deliver world class arts and meet community needs.

Our Vision:

**Here at Storyhouse, culture is owned by everyone.**

Our Mission:

**We work every day to be a creative home for our communities.**

Our Values:

**LISTEN CLOSELY.**

True empathy takes effort. So we work hard to understand different points of view.

**LOOK AROUND.**

Opportunities can be spotted by anyone, anywhere, at anytime. So we always have our eyes, ears and minds wide open.

**SPEAK UP.**

Not everyone's stories have been told. So we use our voices to amplify those that haven't been heard.

**STAND UP.**

Debate and discussion make things better for us all. So we don't shy away from a challenge.

**REACH OUT.**

Diverse perspectives solve the hardest problems and make the best decisions. So we seek them out, and invite them in.



A Midsummer Night's Dream, 2023,  
Mark McNulty



# Our Resources

Storyhouse is a medium-sized charity with approximately 140 staff and a gross revenue of over £7 million per year. The charity is financially stable, with a number of steady revenue streams, including a 30-year lease and contract for services with the local authority (Cheshire West and Chester) and NPO funding from Arts Council England for 2023 to 2026. Revenue from commercial activities is also essential to the charity's financial stability, and over 57% of its revenue is earned.

Storyhouse runs two wholly owned commercial trading subsidiaries: Storyhouse Production Company Limited - creating and staging Storyhouse Originals theatre productions - and Storyhouse Catering Company Limited - providing a range of catering, retail, cinema, receiving theatre and commercial services.

Despite our financial stability, like all other charities our resources are being eroded by rising costs caused by inflation and higher energy prices, and as a result of the continued cost of living crisis, demand for free-to-access services (such as warm spaces) is increasing.



# Our Building

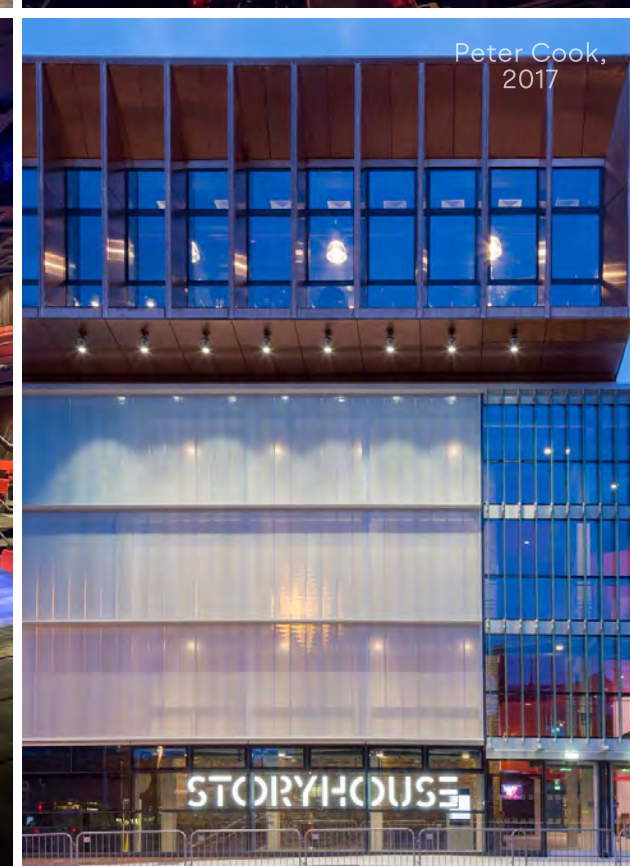
The original parts of Storyhouse were constructed as an art deco Odeon cinema in 1936, and have been restored, extended and renovated into a library, two state of the art theatres, a cinema, restaurant, and two bars.

The larger theatre is an 800-seat proscenium arch stage. With state-of-the-art facilities, its auditorium spreads across three tiers: stalls, circle and gallery. This same theatre converts into a 500-seat thrust stage (with the audience wrapping around three sides of the stage). In this format, the auditorium spreads across two tiers, with intimate seating putting the audience right in amongst the action.

On top of the building sits the Garret Theatre and Bar. This 150-seat black-box theatre is a flexible, fully-equipped performance, rehearsal, or workshop space. It is designed to be full of work made by local creative companies, individuals, and community groups, as well as a space we hire to companies and individuals.

The 100-seat boutique cinema is designed to honour the original Odeon's history as a cinema in 1936. With red velvet, soft, sunken seating, it is a beautiful event space.

The library spreads right through the building, with a dedicated family-friendly area (with wet play, storytelling room, and arts and crafts) in The Den and extensive book-stocks covering the walls throughout Storyhouse offering opportunities for studying, learning, and research.



# The Role

The Executive Assistant will provide administrative support to the Chief Executive, Senior Leadership Team and Board of Trustees, under the supervision of the Chief Executive, enabling them to operate efficiently and effectively.

This position ensures that day-to-day operations run smoothly by managing schedules, coordinating meetings, and acting as a liaison between the Chief Executive, Senior Leadership Team and internal or external stakeholders. By handling a wide range of administrative tasks with precision and discretion, the Executive Assistant will contribute to the overall productivity and strategic focus of the leadership team.

A key aspect of the role involves anticipating the needs of the Chief Executive and directors, proactively managing priorities to maximize their time and efficiency. This includes preparing and tracking correspondence, organising travel arrangements, and maintaining confidential records. Additionally, the Executive Assistant plays a vital role in supporting internal and external communication and helping to maintain positive external relations with key stakeholder audiences.

Working closely with the Chief Executive, it is a fantastic opportunity to gain a unique insight into the running of one of the UK's largest arts centres.



# Role and Responsibilities

Provide support to the Chief Executive dealing with complex administrative tasks on projects and governance.

Support the Chief Executive and Senior Leadership Team with organisation-wide meetings, facilitating both in-person, hybrid, and fully virtual meetings, including co-ordination and creation of agendas, meeting papers, and taking accurate minutes.

Manage the Chief Executive's diary, liaising with internal and external stakeholders, and support the wider Senior Leadership Team with diary management, arranging meetings and appointments and providing reminders.

Act as a single point of contact for travel, transport and accommodation booking as well as other miscellaneous procurement for colleagues across the organisation.

Support the Chief Executive and Senior Leadership Team by maintaining accurate data records, in both paper and electronic filing systems.

Lead on the coordination of all Board and committee papers and supporting reports.

# Role and Responsibilities (continued)

Schedule Board and Committee meetings, maintain board records, take minutes, and manage the action log of all Board and Committee meetings.

Provide ad-hoc administrative support to other departments as required, to help alleviate pressure points or improve systems and processes.

Work closely with the Chief Executive and Development Director to develop and implement a corporate communications strategy.

Support the organisation and delivery of stakeholder events and programmes.

Work with the Chief Executive to coordinate organisational-wide work around capturing and sharing the social and economic impact of Storyhouse.

# Person Specification

## Experience

Demonstrable experience of providing PA support to CEO, including diary management

Experience of providing governance support to a board of directors or equivalent

Experience of minute taking and servicing complex meetings and committees

Experience in researching and presenting data/information in reports and presentations

Experience of developing and implementing administrative systems to improve efficiency

Project management or coordination experience within a professional setting

## Skills

First class organisational skills including the ability to prioritise work, balance conflicting priorities, monitor progress and exercise judgement about chasing progress as necessary

Excellent written language skills with a high level of attention to detail

Strong IT skills including a high level of proficiency in Microsoft Office software and associated AI

Excellent interpersonal skills and the confidence to deal with people at every level, in person, via telephone and in writing

Confident and proactive with the ability to work using own initiative and judgement

Ability to handle sensitive information and maintain a high level of confidentiality

# Opportunity and Staff Benefits

Title: Executive Assistant

Reports to: Chief Executive

Salary: £28,000 per annum

Contract: Permanent, Full time, 40 hours per week

28 days annual leave per year, including bank holidays, increasing annually up to a maximum of 3 extra days (pro rata)

Birthday leave

A defined contribution pension scheme

Employee Assistance Programme

Cycle to Work and Travel to Work schemes

Flexible working requests available from day one, hybrid working available after completion of probationary period.

Discounted gym membership schemes and cash health plan

Complimentary tickets and discounts on food and drink

Company sick pay after qualifying service

# Application Process

Applicants are asked to submit a cover letter expressing interest in the role and a CV demonstrating relevant experience to [peopleteam@storyhouse.com](mailto:peopleteam@storyhouse.com)

Applications must be submitted by **10am on Wednesday 5 Feb 2025**. All applications will be reviewed by a panel and shortlisted candidates invited to a short online interview.

**Interviews: 12 February 2025**

If you have any questions or would like an informal chat about the opportunities this critical role presents, please contact: [annabel.turpin@storyhouse.com](mailto:annabel.turpin@storyhouse.com)



Faustus That Damned Woman, 2023,  
Mark McNulty



# GDPR

## Personal Data Notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent.

The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.



STORYHOUSE