



**Senior Executive Assistant to the CEO & Artistic Director
Culture Squared CIC | Bradford Literature Festival**

Location: Bradford, onsite

Salary: £45,000 per annum, negotiable upwards depending on experience

Contract: Full-time, permanent

Hours: 40 per week, with flexibility during the annual festival

Reports to: CEO and Artistic Director

About Culture Squared

Culture Squared CIC is a not-for-profit cultural organisation with its roots in Bradford and a reach that extends across the UK and internationally. As an Arts Council England National Portfolio Organisation, governed by a Board of Directors, we bring together people, ideas and cultures through an ambitious programme spanning literature, history, philosophy, faith, world affairs and the arts.

Our flagship programme is Bradford Literature Festival, the UK's largest literature festival, alongside a wider programme of cultural activity and international partnerships. Our work connects us with an extraordinary range of people and organisations, from local communities to leading figures in government, diplomacy, academia, business and the arts. We work closely with major funders, cultural institutions and international partners, building relationships that cross sectors, cultures and borders.

You will join a small, ambitious team working at the heart of an organisation with a wide-ranging network of national and international relationships. Working directly with our Founder, CEO and Artistic Director, you will play a trusted and important role in supporting their work, helping to manage the relationships, engagements and priorities that drive Culture Squared forward.

Role purpose

To provide proactive, high-level executive support to the CEO and Artistic Director, enabling effective leadership across artistic, organisational, fundraising and partnership priorities. The role requires excellent judgement, discretion and organisational ability, alongside the confidence to anticipate needs, manage competing demands and take ownership of executive support processes.

The postholder will manage the CEO's diary, correspondence and preparation; coordinate Board and senior leadership meetings; oversee the follow-through of key commitments; and support relationships with trustees, funders, partners and other stakeholders. They will ensure that the CEO's time is used effectively and that important engagements, decisions and actions are properly prepared and progressed.

Key responsibilities

1. Executive support and priority management

- Proactively manage the CEO's diary, prioritising competing demands, resolving scheduling conflicts and protecting time for strategic, artistic and organisational priorities.
- Manage the CEO's inbox and correspondence, exercising sound judgement in handling routine matters independently and escalating significant, sensitive or urgent issues.
- Coordinate the CEO's meetings and appointments, liaising with internal and external contacts to ensure arrangements are managed effectively.



- Anticipate preparation requirements for upcoming meetings and engagements, gathering relevant information and ensuring the CEO is appropriately briefed.
- Draft and prepare correspondence, briefing notes, presentations and other materials to support the CEO's work and external representation.

2. Organisational coordination and follow-through

- Maintain oversight of key commitments, decisions and actions arising from the CEO's meetings, correspondence and agreed priorities.
- Liaise with colleagues to establish responsibilities and deadlines, obtain progress updates and ensure agreed actions are followed through.
- Identify outstanding issues, delays and matters requiring a decision, bringing these to the CEO's attention in a timely manner.

3. Board and senior leadership support

- Coordinate Board and committee meetings, including scheduling, liaison with Board members and meeting arrangements.
- Oversee the Board-paper process, including deadlines, requests for contributions, collation and timely circulation of agendas and papers.
- Attend all Board meetings and produce accurate, professional minutes recording key discussions, decisions and agreed actions.
- Maintain the central Board action tracker, following up with relevant colleagues to monitor progress and completion.
- Coordinate senior leadership meetings, including agendas, papers and minutes or action notes as required.

4. Stakeholder relationships, travel and engagements

- Act as a professional point of contact for trustees, funders, partners and other senior stakeholders, managing communications and invitations on behalf of the CEO.
- Manage domestic and international travel, accommodation and itineraries, anticipating practical requirements and responding effectively to changes.
- Coordinate stakeholder events led by the CEO, including the annual Gala Dinner, overseeing invitations, RSVPs, guest liaison, seating plans and event arrangements.
- Provide practical support to the CEO at key meetings, stakeholder events and festival engagements, ensuring arrangements run smoothly and commitments are captured for follow-up.

5. Information management and ways of working

- Maintain effective systems for managing executive correspondence, contacts and documents, ensuring information is accurate, organised and readily accessible.
- Handle confidential and sensitive information with discretion and in accordance with organisational procedures.
- Identify and implement improvements to executive administrative processes to support efficient and effective working practices.



Person specification

Essential

- Substantial experience providing executive support to a CEO, Artistic Director or senior executive, including managing complex diaries, correspondence and competing priorities.
- Experience coordinating formal Board, trustee or senior leadership meetings, including preparing papers, taking formal minutes and tracking actions.
- Excellent written English, with the ability to produce clear, concise and accurate correspondence, briefings and formal documents.
- Strong judgement and initiative, with the ability to anticipate needs, prioritise effectively, resolve problems and act independently within agreed authority.
- Excellent organisational skills, including the ability to manage multiple deadlines, maintain oversight of commitments and ensure work is completed.
- Confident and diplomatic communication skills, with the ability to build relationships with senior stakeholders and follow up firmly when required.
- High levels of discretion, integrity and professionalism when handling sensitive information and relationships.
- Strong attention to detail and confidence using Microsoft Outlook, Word, Excel, PowerPoint and shared digital working systems.
- A calm, adaptable and solutions-focused approach, including the ability to manage changing priorities and work effectively during busy delivery periods.
- A collaborative working style, with the confidence to take ownership of responsibilities and coordinate effectively across a small organisation.

Desirable

- Experience supporting a senior leader in the arts, culture, charity, community or wider public-facing sector.
- Experience coordinating international travel and complex itineraries.
- Experience supporting high-profile stakeholder events, dinners or receptions.
- Experience improving administrative systems or introducing more effective ways of managing information and actions.
- Experience working with international partners or stakeholders across different countries and time zones.