



# CIRQUE Bijou

## PA TO ARTISTIC DIRECTOR

**We are looking for a dynamic Personal Assistant to support our co-Artistic Director across some key projects**

**Salary:** £10 per hour  
**Contract:** 6 month contract  
**Location:** Bristol – working from home/office as required  
**Hours:** 9 am -12 pm, Monday - Friday (hours negotiable)

## ABOUT CIRQUE BIJOU

**Cirque Bijou** pushes the boundaries of contemporary circus, street theatre and spectacle, seeking out the new, unexpected and extraordinary to create unforgettable and exquisitely-crafted shows for any stage or space.

We are leaders in the creation of innovative and groundbreaking shows with and for communities and clients worldwide, with emerging and world class artists, and for audiences of fifty to tens of thousands.

Our varied portfolio spans contemporary circus, spectacle and street theatre for arts and commercial festivals, public and private commissions, corporate events and parties, rock and roll and stadium tours and arts-funded work through our project Extraordinary Bodies. We are experts in creating new artistic work with high production values for large-scale commissions.

## THE ROLE







We are looking for a dynamic and supportive individual to work with one of our Artistic Directors across their portfolio of work, with specific focus on a couple of key and exciting projects.

A job for an organised, practical, and proactive multi-tasker, it requires confidence, resourcefulness, a head for numbers, and a keen eye for detail. You will be required to manage our director's diary and arrange meetings, liaise with artists, clients and colleagues, and keep track of deadlines, enquiries and opportunities.

This part-time, newly created role is a great opportunity for someone moving into the arts from similar work in another sector, or for someone with arts administration experience looking to progress through a period of focussed working. There will be opportunities to work on some very exciting projects as part of a small, passionate, creative and hardworking team.










## MAIN RESPONSIBILITIES

-  Support the co-Artistic Director with day-to-day admin across business functions from marketing and finance to creative and management tasks
-  Manage the diary of the co-Artistic Director, arranging meetings and catchups as required
-  Liaise with artists and clients, checking availability and fees
-  Arrange accommodation and travel, and other logistics as needed
-  Prepare paperwork for meetings
-  Other ad hoc support as needed












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## PERSON SPECIFICATION

### Essential

-  Demonstrable administration and planning experience
-  Excellent communication skills – ability to liaise between clients, artists, crew and team members appropriately and responsibly, representing the company's best interests
-  A proactive, positive and confident team member used to supporting others and working with colleagues on all levels
-  Excellent attention to detail with an aptitude for logistics and technical details
-  Ability to work independently under pressure managing time, competing priorities and resources in a structured way
-  Effective decision maker and resourceful problem solver
-  Excellent IT knowledge including Mac programs, spreadsheets, database management and social media

### Additionally useful

-  Experience working in an arts/events environment
-  An interest in and understanding of the company and the scope of our work
-  Experience of designing and implementing office systems
-  Interest in inclusive working practices and/or experience planning access provision
-  Line management and/or team leadership experience
-  Experience of accounting systems
-  Experience / interest in marketing and social media
-  Experience writing copy for marketing materials
-  Experience managing budgets
-  Experience of developing visual presentations using keynote or powerpoint
-  Knowledge of health and safety best practice, both in an office environment and onsite



## FURTHER INFORMATION

### Company Ethos

Cirque Bijou are committed to sustainability, diversity, equality and accessibility in all that we do. We take pride in training and developing our staff. This role will specifically include training around inclusive practise in circus and live performance.

### Access

D/deaf and disabled applicants fulfilling the basic criteria for the role will be interviewed. If you have any specific access requirements for the interview, or foresee any barriers to the proposed way of working, please specify if you are invited to interview.

### How to apply

Please send us your **CV** (no more than 2 sides of A4) detailing relevant work experience and qualifications that recommend you for this role.

Please also send us a [Vimeo](#) link to a **2 minute video** (e.g recording to a smartphone camera), telling us why you are applying for this position and why you are suitable for the role. We are not accepting written cover letters for this role.

Your application should be sent to [office@cirquebijou.co.uk](mailto:office@cirquebijou.co.uk).

<p><b>Deadline:</b> 9am Monday 2<sup>nd</sup> August 2021 <b>Interviews:</b> Monday 9<sup>th</sup> August 2021</p>
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If you have any questions regarding the role or would like to speak to someone in advance of applying, please email [office@cirquebijou.co.uk](mailto:office@cirquebijou.co.uk) with your phone number and ask us to call you about it.

### What happens next

If you are shortlisted, we will contact you via email and/or telephone to invite you to interview. At this point, we will ask you to provide details of two professional references, who we will not contact except if we later decide to offer you the job. We will ask you to undertake a short excel test prior to your interview.

**Thank you for your interest in this role and we look forward to receiving your application.**