

We're hiring!

Job Title:

Executive Assistant

Reports to:

Chief Executive

Finance & Commercial Manager

Operations Manager

Marketing Manager



Photo: Kat Gollock

The Queen's Hall



About The Queen's Hall

The Queen's Hall is an independent live music venue and charity which occupies a special place in the cultural life of Edinburgh and Scotland as a whole. Situated in a Grade A-listed Georgian church (now deconsecrated), the building celebrated its 200th anniversary in 2023.

Opened in July 1979, as a rehearsal space and home for the Scottish Chamber Orchestra, who are currently still in residence, the venue now hosts around 200 events a year, welcoming audiences in excess of 100,000. Our auditorium is renowned for its acoustic and intimate atmosphere and has welcomed world-class artists from across all music genres, spoken word and comedy as well as school and amateur organisations. Home to the Edinburgh International Festival Morning Concerts as well as the Edinburgh Jazz and Blues and Fringe festivals, our commitment to a varied programme means we represent something different to each of our audience members.

The day-to-day operation of the venue is run by a small core team with event support from freelancers and casual staff. The charity is overseen by a voluntary Board of Trustees who assist with strategic development and financial and material sustainability.



Photo: Kat Gollock

Job Overview

The Executive Assistant will play a key role in supporting the Chief Executive and senior management team with their busy workload. We need an organisational lynchpin to help us keep on doing what we do best – providing a space where audiences and artists meet to share exceptional sound up close.

We are welcoming, friendly and supportive and value teamwork, communication and collaboration. We work hard, but we also try to have fun and have the regular privilege of feeling the joy only live music can bring.

It is an exciting time to join us, as we write the next chapter of our Artistic Strategy and plan for the venue's 50th anniversary in 2029. Your role will be central to keeping everything ticking.

If you like to shape and organise systems, take pride in getting details right and are a friendly team player who thrives on staying on top of a flexible and varied workload, we would love to hear from you.

Key Responsibilities

This list is not exhaustive, nor is it expected that all tasks would be continual or concurrent. It is designed to give a broad overview of the areas of support required.

Executive and Board Support

- General administrative support for the Chief Executive e.g. diary management, meeting scheduling, correspondence, travel arrangements, event and artist administration.
- Scheduling, organising and preparing for quarterly Board meetings, sub-committees and working groups.
- Attendance at meetings, minute taking and follow up with those responsible for resultant actions.
- Creating a secure, accessible and logical online file management system.

- Providing a link between the executive team and Trustees when necessary.

Operational and HR Support

- Working with the Operations Manager to update a live maintenance plan; diarising and sending reminders to ensure tasks are carried out in a timely manner.
- Liaising with suppliers to schedule activity, establish quotes and manage invoices.
- Ensuring all policies are kept in line with current legislation.
- Assisting on recruitment and onboarding.

- Maintaining accurate records which comply with all relevant data regulations.

- Assisting with internal comms, action plans and meetings.

- Supporting with IT set up and raising issues with external providers.

Finance Support

- Assisting the Finance and Commercial Manager to track and co-ordinate financial information when required.
- Precise data input using Excel.

Other

- Assisting with research towards company goals e.g. strategic, operational, marketing, and fundraising.
- Gaining an understanding of the ticketing system (Spektrix) and event management system (Artifax) to provide extra support if and when needed.
- Organising team social events.

Employee Specification

Essential	Desirable
A proactive, organised and methodical attitude with ability to prioritise tasks.	Experience working in a small team with limited resources, preferably in a cultural organisation.
Excellent attention to detail and pride in seeing a task through to completion.	Experience operating in a charitable organisation with a Board of Trustees.
Ability to follow instructions but to also work independently and with initiative to deliver solutions.	HR admin experience.
Excellent interpersonal skills with an ability to build relationships, see issues from other perspectives and communicate with a wide range of stakeholders both verbally and in writing.	Building maintenance knowledge.
An empathetic team player who respects and supports colleagues.	Minute-taking experience.
Strong Office 365 skills, including Excel.	Knowledge of Spektrix and/or Artifax.
An understanding of, or passion for, the cultural sector in Scotland.	A love of live music.



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Employment Details

Contract:

One-year fixed term, with possibility for extension.
3-month probationary period.

Start date:

As soon as possible.

Hours of employment:

21 hours per week (0.6 FTE) mainly during standard office hours.
Working patterns to be discussed at interview and determined to suit both candidate and business requirements. Some hybrid working will be possible, but regular on-site working at our offices in south Edinburgh will be required, especially at the start of the contract.

Benefits:

- Annual holidays: pro rata 35 days per year including 10 public holidays.
- Pension scheme enrolment.
- Flexible working.
- Free entry to live music and spoken word events (subject to availability).

Salary:

£16,200 (£27,000 FTE).



How To Apply

Please email Emma Mortimore, Chief Executive emmam@queenshalledinburgh.org with the following information:

- A CV of no more than 2 sides of A4 highlighting your relevant experience as it relates to the Employee Specification.
- A covering letter of no more than 1 side of A4 outlining your suitability for and interest in the role. Please give specific examples where your experience fulfils the Job Overview and / or Employee Specification and let us know when you would be able to start.

If you prefer, you can submit your supporting statement as a short (max 5 minute) video (camera on or off) or audio recording, but please note that due to the nature of the job there will be a substantial amount of written work required.

- An Equal Opportunities form, which will be saved anonymously and separately from your application.
- Evidence (if applicable) that you have the right to live and work in the UK.

We are a person-first organisation and have parameters around our usage of AI. We would prefer that submitted applications are written by you and not a bot.

Equal Opportunities

We welcome applications from any suitably qualified person, regardless of race, sex, gender, disability, religion, belief, sexual orientation, or age. As an older building we do have some accessibility issues so please get in touch if you would like to discuss your requirements and we will we make any reasonable adjustments possible.

Key Dates

Closing date: 5pm Friday 15th May 2026.

Interview dates: End May, early June.

Further information

If you would like any further information or an informal chat about the role before applying, please email Emma Mortimore, Chief Executive emmam@queenshalledinburgh.org.

“Why does The Queen’s Hall feel so comfortable, for me and so many of my musician pals? Because the walls in this brilliant venue hold the memories of so much amazing music performed there over the past 40 years. And because the atmosphere is the best you can experience”

(John McCusker writing in The National for our 40th Anniversary in 2019)

The Queen’s Hall
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thequeenshall.net

Registered Scottish Charity SC012294



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