

Executive Assistant / Office Manager

Application Pack 2026

**Application
deadline:
Friday 21
August, 9am**

z-arts.org

335 Stretford Road,
Hulme, Manchester,
M15 5ZA

Registered charity 1093556

Ask us a question or call for a chat.

Get in touch in whichever way works best for you
– or drop us a line and ask us to call you back.

Email: zoe@z-arts.org

Call: 0161 226 1912



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Title: Executive Assistant / Office Manager

Based at: Z-arts

Hours: 37.5 hours per week

This is a full-time post at 37.5 hours per week, based in the office at Z-arts. Z-arts is proud to be a flexible employer and family-focused, and therefore happy to discuss a flexible working arrangement that suits both the right applicant and Z-arts.

The post is initially a six-month contract, which could be extended subject to funding.

Dates: **Deadline: Friday 21 August, 9am**
Interviews: Wednesday 2 September

Salary: **£30,000 per annum**
based on a 37.5-hour full-time week.

Hours: 37.5 hours per week

Job Advert:

To support the CEO and Co- Creative Directors in the effective administration of Z-arts, to support organisational growth.

This is initially a six-month contract, with a view to extending, funding permitting. Therefore, there will be an emphasis on improving organisational systems and procedures to create an operational legacy if the role is not continued.

Welcome from our CEO



Here's a BIG welcome to Z-arts - the UK's only dedicated arts centre for children and families.

We pride ourselves on being welcoming and family-orientated, and I try to extend that to the whole team as well as to our visitors. Many organisations like to call themselves a family, but at Z-arts, we take it one step further!

I'm delighted you're interested in working with us. The staff here are an amazing bunch, full of vivacity and passion for the work we do and if you join us, you'll see for yourself that it's a great place to work. The children and the artists are all pretty inspiring too. That's not to say it isn't hard work. We're a small team, and we expect you to go the extra mile.

You'll find my door is always open (there's often a tennis ball flying in and out of it for Siskin, the office dog to play with), so if you have any questions or great ideas to share, just ask. Because you'll be working closely with me, I'm more than happy to have an informal chat if that helps you decide whether this job might be for you.

You can email me at liz@z-arts.org / or call 0161 226 1912.

I hope you enjoy reading this pack, and are encouraged to make an application.

We look forward to hearing from you soon!



Liz O'Neill CEO



Siskin - Apprentice CEO

About Z-arts



Z-arts is the UK's only dedicated arts centre for children and families, a centre of excellence for child-centred creative participation, rich and diverse theatre for young audiences, and immersive play experiences.

Our Mission

To inspire and enable generations of young people from Manchester and beyond to use creativity to achieve their potential.

In 2026, we laid out our Strategic Ambitions for 2026 - 2031.

Over the next five years, Z-arts will build on its success by strengthening our creative offer, widening our reach, and securing a resilient future.

You can read more about our latest strategic plan [here!](#)

Our key ambitions are:

1. Outstanding Creative Experiences for Children and Their Families
2. Creative Communities
3. Creative Talent and Workforce Development
4. A Resilient and Sustainable Organisation for the Future
5. Community & Sector Leadership

Based in Hulme, we are committed to supporting our local communities as well as reaching out across Greater Manchester and the North West. We operate from a large Edwardian building that includes a 225-seat theatre, our immersive experience, currently Adventures in Wonderland, a recording studio, a music room, a dance studio, Z-café, our brand-new children's library, two escape rooms, and rehearsal/meeting rooms. But there is much more to what we do that is outside of the building.

We lead networks:

Big Imaginations children's theatre network and the Manchester Family Arts Network.

We receive strategic funding from Manchester City Council to lead on best practice for engaging children and young people in arts and culture. We are an Arts Council England National Portfolio Organisation, leading and delivering the Big Imaginations regional network of children's theatre, programming, and commissioning relevant, diverse theatre for the modern family.



What We Believe

Our manifesto to our families...

Z-arts is a place to express yourself, celebrate your imagination, have fun, be entertained, and dream big! So, whatever your age and whether you're coming to see a show or make some amazing mini-masterpieces in one of our arts workshops, we hope you enjoy your visit to Z-arts and are inspired by your own creativity.

History of Z-arts

Pavarotti sang here. Warren Beatty used our building in his film Reds. And Benji Reid's Life of a B-Boy was born here, if there's one thing that's for sure it's that Z-arts has a fascinating and eventful history!

www.z-arts.org/about-us/our-history/

Want to find out loads more about Z-arts?
Head to our website...

www.z-arts.org/about-us/

You can also have a nosey at our social media channels if you fancy.

 @z.artsmcr

 @zartsmcr

 Z-arts



Working at Z-arts



We believe that theatre and the arts are for everyone.

They are inspiring, immersive, and magical, and we want to share the joy of creativity, imagination, and storytelling with children and families in Greater Manchester and beyond.



Our Values

Welcoming Playful Vibrant

Z-arts Kids Council words:

Kind, Friendly, Fun, Curious, Creative (KFFCC)



We have reviewed and refreshed our core values, workshopping them with the children who come to Z-arts as well as with the team.

It's sometimes all hands on deck!

Z-arts has a relatively small team with lots on the agenda that we aim to get our teeth stuck into! This sometimes means that it's all hands on deck - so be sure you're up for doing a little bit of everything.

We work collaboratively across our teams.

Getting involved varies from giving a wave to our social media channels, welcoming a school into our building, supporting funding bid research or working with the team to understand and evaluate our data, so that we can all be the best we can be.



Working at Z-arts



At Z-arts we feel it's vital that our employees are well rewarded. We are constantly reviewing the details of our package, but the things you'll be able to enjoy currently include:

- 23 days holiday per annum, plus statutory public holidays (pro rata for part-time staff).
- Entitled to one extra day's holiday after one year of continuous service.
- Group Personal Pension scheme – Z-arts contribute 3% of salary, with employees contributing 5%

Sub-Groups

There are six sub-groups run by our staff here at Z-arts, these are:

- **Diversity**, driving our diversity manifesto forward throughout our activity.
- **Access** ensures everyone's visit to Z-arts is as enjoyable as possible.
- **Green Champs**, our environmental heroes.
- **Wellbeing**, to make sure our employees feel at their best!
- **AI**, helping us explore new tools and set guidelines for using AI responsibly
- **Health & Safety**, making sure Z-arts is a safe place to work, perform, and play



Wellbeing

At Z-arts, employees' wellbeing is a big priority, and we want employees to be the best they can be. Our wellbeing benefits up to now include:

- **Flexible working hours**
- **Team well-being walks**
- **Refreshments in our staff kitchen**
- **Regular all staff meetings**
- **Regular team socials!** (We know lots of people in the arts & cultural sector, there's always a ticket or two going for shows & events across the city)
- **Free tickets to all of Z-arts events & productions!**
- **Buddy System**
- **Team Away Days**



Working at Z-arts



Diversity

We have a diversity manifesto. Here's a snippet below.

Our activities reflect our audiences, and we aim to represent all the different communities in our area. Z-arts is an antiracist organisation. We do not tolerate discrimination of any kind. We practice inclusivity and accessibility and are learning how to embed trans-inclusivity across all we do. Z-arts is welcoming to all people who do not discriminate against others.

We acknowledge all protected characteristics in the Equality Act 2010 – including age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation recognising socio-economic status and class as a thread that intersects all of these.

As a **learning organisation, Z-arts is always open to change.**

You can read more about what diversity means to Z-arts at:

www.z-arts.org/about-us/work-at-z-arts/



Our Recruitment Policy

Z-arts have a recruitment policy in place to ensure job applicants are considered equally and fairly, and are not discriminated against based on their race, nationality, ethnicity, religion, gender, sexual orientation, marital or civil partner status, disability, or age.

You can find out more about our **Unconscious Bias Recruitment Policy** [here](#). Z-arts also have a Safer Recruitment Policy which takes this further and ensures we are keeping children safe, this applies to all staff, freelancers, volunteers and placements.



Our building is located at:

**Z-arts
335 Stretford Road,
Hulme, Manchester,
M15 5ZA**

**Our registered charity no. is:
1093556**

Working at Z-arts



What the team say!

Don't just take our word for it, see what our staff have to say about working at Z-arts.

I love working at Z-arts! Each day is new and exciting - full of colour, joy, and creativity! Being a parent and working here is also great as my kids love Z-arts. We get a free Family Membership and are the first to see all the fabulous shows and exhibitions on offer!

- Janine, Early Years Artistic Producer



Part of Z-arts' remit is working with children and families, encouraging artistic fun and exploring the joy of just playing. The best thing is, that the remit doesn't stop at participants but also extends to the staff here. And their commitment to this honestly creates such a supportive, professional, productive, and most importantly fun working environment! And it's such a joy to be part of this! It allows you to be a big kid while being a grown-up. **- Isah, Artistic Development Producer**

Since joining Z-arts 20 years ago, I have never enjoyed a job so much. I thoroughly love working in such a dynamic organisation and doing the work I do. Z-arts has continued to grow and prosper over the years and we thoroughly deserve the praise we get from both parents and their children. I really take pride in seeing some of the shy young people developing and becoming more confident by attending our creative workshops. It is fantastic that I still get a buzz out of coming into work each day.

- Paul, Visitor Experience Team Leader

Working at Z-arts is so refreshing! It's brilliant to work somewhere where there is such a hive of creative minds and new ideas are met with, 'let's give it a go!' Z-arts are all about supporting the community and the whole family and this extends to the staff too. Having a young family, working at Z-arts allows me to work around family commitments and are genuine about being a supportive workplace for flexible working.

- Hannah, Creative Schools Project Coordinator



What our families say!

Z-arts has given my daughter the opportunity to be a dancer and performer, which otherwise I feel she would have missed out on due to our financial situation. It is an amazing place and I don't know what we would have done if we hadn't found it.

- Parent



I love coming to Z-arts because the activities and classes here allow me to express my personality and open my mind to the world of creativity.

- Bright Sparks Member

Z-arts has made arts and theatre particularly accessible to my family, it's been inclusive to my child with SEN and recaptured my love for the arts.

- Parent



Z-arts are really inclusive with our ideas. It makes us feel like we really fit in... our ideas want to be heard and our ideas really matter.

- Parent



Executive Assistant / Office Manager

Z-arts is Manchester's venue for children and families and delivers a broad range of performing arts events, performances, exhibitions, activities, workshops and participatory opportunities. Our mission is to inspire and enable generations of young people from Manchester and beyond to use creativity to achieve their potential.

PURPOSE:

To support the CEO and Co- Creative Directors in the effective administration of Z-arts, to support organisational growth.

This is initially a six-month contract, with a view to extending, funding permitting. Therefore there will be an emphasis on improving organisational systems and procedures, to create an operational legacy if the role is not continued.

HOURS:

This is a full-time post at 37.5 hours per week, based in the office at Z-arts. Z-arts is proud to be a flexible employer and family-focused, and therefore happy to discuss a flexible working arrangement that suits both the right applicant and Z-arts.

The post is initially a six-month contract, which could be extended subject to funding.

RESPONSIBLE TO:

Zoe Pickering: Co-Creative Director, whilst working closely with the whole Leadership Team of three people.



BACKGROUND:

Z-arts is the UK's only dedicated arts centre for children and families and is the cultural epicentre of the Hulme community. Our mission is to use creativity to inspire, enrich and enable generations of children, young people and their families in Manchester and beyond, to help maximise their potential.

We receive strategic funding from Manchester City Council, to lead on best practice for engaging children and young people in arts and culture, and we are an Arts Council England National Portfolio Organisation, leading and delivering the Big Imaginations regional network of children's theatre, programming and commissioning relevant, diverse theatre for the modern family.

We have just launched a new Strategic Plan for 2026 – 2031, which focuses on continuing to develop and grow our core activities of performance, interactive play experiences and participation activities for children and families; with four identified strands of development: Early Years, Creative Play Spaces, Artist Development and a major capital programme.

We are recruiting a new role of Executive Assistant / Office Manager to help Z-arts and the team realise these ambitions.

MAIN AREAS OF RESPONSIBILITY:

Executive Support

- Diary management for the Leadership team, including support with correspondence, meetings, staff and sub-committee meetings and minutes
- Administration of Z-arts board of trustees: meetings, minutes and Companies House updates.
- Supporting the preparation of strategic documents, presentations and reports, to the board of trustees and external partners
- Supporting the Leadership team with research for projects that enhance creativity for children and families

Administration

- Work with the Leadership team to prepare and maintain all arts contracts and letters of agreement: freelancers, visiting companies and hires, working as lead contact with ITC (Independent Theatre Council)
- Lead contact for external HR, People Matters, including keeping Breathe HR platform up to date and undertaking DBS for staff
- Review & maintain office procedures and contracts, including filing, ordering stationery, petty cash, maintaining the photocopier, and being lead contact for Hudson Hill IT support

PERSON SPECIFICATION:

Essential

- At least two years' administrative manager or Executive support experience
- Good use of Microsoft products: Excel, Teams, Outlook, etc plus competencies in document formatting and basic design
- Strong organisational skills and attention to detail

Desirable

- Knowledge of software programmes (i.e. Sage, Airtable, Spektrix, Views,) or demonstrable transferable skills from other CRM experience, and an understanding of GDPR
- An ethical understanding of the opportunities and threats of working with AI
- Experience working within a cultural venue or children-focused organisation

Competencies

- A commitment to equality, inclusion, diversity and disability awareness
- Great people skills, capable of operating with tact, diplomacy and sensitivity
- Self-driven and motivated to use their own initiative, manage own workload, understanding changing priorities
- Strong communication skills, both written and oral, with a wide range of people, from children and families to stakeholders and funders
- A joyful, team-player approach

How to apply

Please download and complete Part 1 and Part 2 of the application form.

As you fill in the application form, please explain how you think you meet the job description and person specification for the role. The information you provide will be used for the shortlisting process. It is important in your application to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining Z-arts.

You do not have to have previously undertaken all of the duties in the job description but you should tell us about your potential ability to do them.

Please email completed applications to: paul@z-arts.org

We will contact you by email if you are shortlisted for an interview.

All job applicants will be contacted via email whether or not they have been shortlisted.

Ask us a question or call for a chat.

Get in touch in whichever way works best for you – or drop us an email and ask us to call you back.

Email: zoe@z-arts.org

Call: 0161 226 1912



Thank you for taking the time to read our application pack!

This recruitment pack is a work in progress and a learning document for us to update and make even better in due course.

So, if you have any feedback on the content, layout, or anything at all, we'd love to hear what you think.

Please email marketing@z-arts.org - we're all ears!



z-arts.org

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