Job Description – PA & Administrator

Role at a glance

Job title	PA & Administrator
Organisation	SAVANT Ltd (home of the Trinidad+Tobago Film Festival)
Reports to	Mariel Brown, Director of SAVANT Ltd
Location	Trinidad – around 90% remote, working from home; in person during the festival period
Hours	Part-time – initially 8 hours per week. Hours are flexible and will increase during busy periods and projects, such as delivery of the film festival, film and video productions and screenings
Contract	Part-time contract
Remuneration	TT$68 per hour
Start date	7 December 2026 (ideally)

About us

SAVANT Ltd is a Caribbean creative company working in film and television production, brand consultancy and cultural events, based in Port of Spain and the UK. SAVANT owns and delivers the Trinidad+Tobago Film Festival (TTFF), the region's leading showcase for Caribbean cinema, along with year-round programmes including screening series and youth development work.

Purpose of the role

You will work to support the Director of SAVANT Ltd, keeping her projects, people and schedules moving across all of SAVANT's work, including the Trinidad+Tobago Film Festival. Much of the job happens by phone and online: making calls, scheduling meetings, following up and keeping everyone connected.

The role is around 80% remote: you will work mainly from home in Trinidad, with in-person work during the festival period and for some projects. You will also act as the Director's point of contact on the ground in Trinidad.

The role has two parts, in this order of priority:

1. **Personal assistance to the Director** – this always comes first.
2. **Project and administrative support for the Director's work across SAVANT** – scheduled around her day-to-day needs.

The balance between the two will shift through the year, with administration and logistics increasing in the months leading up to TTFF.

SAVANT Ltd
PO BAG 153, St James Post Office
Port of Spain
Web: www.savantmedia.tv
Tel: (868) 467-7911

How we work – accountability

This role is about ownership, not hand-offs. We are looking for someone who holds firm when the pressure is highest, especially in the run-up to and during TTFF.

- **Own every task to the end.** If you pass something on, you stay responsible for it: track it, chase it and confirm it is resolved. Nothing is "done" until the loop is closed.
- **Keep the inbox under control.** Emails to be acknowledged within 2 working days and then answered, resolved or routed and followed up. No important message goes unanswered.
- **Prioritise under pressure.** When everything is urgent, you sort what matters most, focus on it, and say clearly what will wait.
- **Speak up early.** If you are overloaded, stuck or need a decision, extra help or resources, you tell the Director straight away – before anything is missed.
- **Stay focused on the role.** Your priority is support and administration. Other tasks are taken on only when agreed with the Director.
- **Report regularly.** You keep a shared list of open items and send the Director a short update on progress – weekly through the year and daily during the festival.

Key responsibilities – personal support to the Director

- Make and take phone calls on the Director's behalf – to partners, funders, contractors, filmmakers, venues, suppliers and officials – and follow up on the outcomes.
- Schedule meetings and calls, both online and in person, coordinating diaries, time zones and attendees, and sending invitations, links and reminders.
- Manage the Director's diary across time zones and resolve clashes.
- Triage the Director's inbox and correspondence, flag priorities, and draft routine replies, letters and follow-ups for approval.
- Act as first point of contact and gatekeeper for the Director, handling enquiries with discretion.
- Take notes at meetings when required, distribute them promptly to attendees, and track and chase agreed actions.
- Arrange the Director's travel and accommodation and prepare itineraries.
- Represent the Director locally when needed – attending to matters in person and liaising with local contacts on her behalf.
- Handle confidential information with complete discretion.

Key responsibilities – project and administrative support

- Make phone calls for the Director's SAVANT and TTFF projects – confirming arrangements, chasing responses, gathering information and keeping contacts up to date.
- Schedule and coordinate team meetings, partner calls and online sessions, and circulate agendas and notes.
- Manage the main TTFF inbox and general SAVANT enquiries by phone and email: answer, resolve or route every message, and follow up until each one is closed.
- Keep SAVANT's online systems organised: shared drives, contact databases, templates and trackers. This includes basic bookkeeping data entry when needed (inputting records only, not tracking or reconciling accounts).
- Coordinate logistics for meetings, events and screenings, including venue bookings, catering, equipment and guest arrangements.

- Liaise with suppliers and venues on bookings and arrangements.
- During the festival period, help set up and run the temporary festival office.
- Support onboarding of seasonal staff, contractors and volunteers: welcome packs, schedules, access and induction materials.
- Provide general administrative support to the wider team, especially in the run-up to and during the festival.

Finance work beyond basic bookkeeping data entry is not part of this role.

Driving and errands

Although most of the work is remote, the role involves a small amount of driving within Trinidad, for example collecting and delivering documents, materials and equipment, running errands, attending in-person meetings, and occasionally transporting guests during the festival. Mileage for work journeys will be reimbursed at $2.00/ km.

Person specification

Essential

- **A strong work ethic** – reliable, diligent and committed to doing the job properly, every time
- **Able to work independently** – manages your own time and workload, sets priorities and gets things done without needing to be chased
- **Highly organised** – keeps track of every task, deadline, file and conversation, with nothing falling through the cracks
- **Comfortable with spreadsheets and online workflows** – confident building and maintaining spreadsheets (Google Sheets or Excel), and working with shared drives, online forms, task trackers and video-call platforms such as Zoom or Google Meet
- Takes full ownership of tasks and follows them through to completion, using good judgement without close supervision; communicates clearly and early, including when you need support
- Proven ability to prioritise under pressure, with examples from busy periods such as events, festivals or deadlines
- Confident and professional on the phone, comfortable making calls to people at all levels, and excellent written English
- Experienced at scheduling meetings and managing busy diaries, including across time zones
- At least [2] years' experience as a PA, administrator or in a similar support role
- Based in Trinidad, able to travel to Port of Spain when needed
- Full, valid Trinidad and Tobago driving permit, and access to a car for work use
- A suitable home workspace, a reliable internet connection and a mobile phone
- Discreet and trustworthy with confidential information
- Flexible about working hours, and able to take on extra hours during busy periods and projects – including festival delivery, film and video productions and screenings – with some in-person work

Desirable

- Experience in film, the arts, events or the creative industries
- Experience supporting a senior person who works remotely or across time zones

- Familiarity with event logistics and venue coordination
- Good local network of suppliers and venues in Trinidad

How to apply

Send your CV (including contact details for 3 professional references) and a short cover letter (no more than one page) explaining why you are suited to the role to hello@savantmedia.tv by 27 November, 2026. Please put “PA & Administrator” in the subject line.

Shortlisted candidates will be invited to an online interview.

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