



Thank you for your interest in our **Executive Assistant** position.

About Sydney Theatre Company

Sydney Theatre Company (STC) has been a major force in the Australian cultural landscape since its establishment in 1978. It is Australia's largest theatre company in terms of audiences and amount of work presented each year, the state theatre company of NSW, and is recognised as one of the world's most exciting and original theatre companies.

Hours of Work

This position is for an initial two-year fixed term. The usual hours of work are 9am-5pm Monday to Friday. However, the job requires a willingness to work flexible hours including evenings and weekends. The position is based at Fox Studios Australia, Moore Park.

Job overview

Executive Assistant reports into the Artistic Director and Executive Director. The position is responsible for managing the day to day affairs of both the ED and AD and providing professional administrative support. The EA is the interface between the AD and ED and the rest of the company and is responsible for ensuring the AD and ED are able to fulfil the demands of their busy roles and that the needs of the organisation are also met. As such they are required to filter requests for information, appointments and other requests to the AD and ED based on a thorough understanding of the priorities of the business and the roles of the AD and ED.

Salary and Entitlements

- Salary is dependent on skills and experience
- 4 weeks annual leave
- 10.5% Superannuation
- Complimentary tickets to STC productions (subject to availability)

Key Criteria

- Proven experience in an executive support role or arts administration
- Ability to use absolute discretion and judgement
- Willingness to see jobs through to completion by overcoming barriers and working under pressure
- Experience of self-directing and prioritising own workload in accordance with business needs
- Experience of managing complex diaries or schedules
- A proactive approach and ability to anticipate demands and problems before they arrive
- Highly developed interpersonal and negotiation skills
- Positive interpersonal skills and the ability to successfully interact with professional associates, staff, board members and sponsors

- Excellent organisation and administration skills
- Excellent writing skills – minuting, correspondence, note taking and summarising
- Superior computer skills including a high level of proficiency with MS Word, Excel and PowerPoint
- Executive Administration Experience in directly supporting a CEO level would be desirable
- Experience and interest in the arts industry, particularly theatre is desirable
- Experience with Tessitura our computerised database and ticketing system is desirable

Application

In order to make your application for this position, please forward your resume and a cover letter briefly demonstrating how your experience is applicable to this position as outlined in the criteria below. **Please note, applications which do not address the selection criteria will not be accepted.**

Applications close of business **9am Monday 6th August 2018.**

Please forward your application to: recruitment@sydneytheatre.com.au

* Must be Australian resident or hold current, appropriate working visa

Job Description

Position title	: Executive Assistant
Reports to:	Executive Director (ED) and Artistic Director (AD)
Job overview	
<p>Executive Assistant reports into the Artistic Director and Executive Director. The position is responsible for managing the day to day affairs of both the ED and AD and providing professional administrative support.</p> <p>The EA is the interface between the AD and ED and the rest of the company and is responsible for ensuring the AD and ED are able to fulfil the demands of their busy roles and that the needs of the organisation are also met. As such they are required to filter requests for information, appointments and other requests to the AD and ED based on a thorough understanding of the priorities of the business and the roles of the AD and ED.</p> <p>To do this, the EA must be a quick, adaptive learner who pro-actively seeks advice and input as required. They must also be comfortable communicating with a wide range of people in administrative, artistic and technical roles, and able to quickly grasp the operations of a theatre producing organisation including processes, priorities and etiquette.</p>	

Key Responsibilities:

The role is responsible for the above outcomes through activities which includes:

Support to the Executive Director and Artistic Director

- Pro-actively manage the AD and ED's diaries. This involves understanding the competing and changing priorities of the both ED and AD and using discretion and confidentiality at all times.
- Pro-actively manage the AD and ED's email in an organised and systematic way. Using the appropriate and professional communication responding, where appropriate, on their behalf.
- Convene internal and external meetings for the AD and ED's as required. Manage meeting changes and schedules to ensure the needs of all parties are met.
- Instigate systems and processes in order to enable the AD and ED to maximise their time.
- Sort, prioritise and distribute communications to the AD and ED, via telephone email or hardcopy-responding on their behalf where appropriate.
- Research projects for the AD and ED as directed within the timeframes specified.
- Draft professional and timely correspondence for the AD and ED as required.
- Coordinate and book international, national travel, accommodation and associated offsite logistics for the AD and ED.
- Ensuring that general office maintenance/ administration is done for the ED and AD including, opening mail and filing, emailing, faxing, photocopying and organising couriers.
- Assist the AD and ED in hosting meetings including greeting guests and making them comfortable, including offering them tea and coffee etc.
- Undertake general administrative duties (including maintenance of circulated publications, petty cash reimbursements, restaurant bookings, RSVP's, ordering flowers and publications, credit card reconciliations and purchase order requests) and instigating helpful work practices.
- General support and personal duties for the AD and ED to enable them to concentrate on their priorities.

Stakeholder Management and meetings (Internal and external)

- Develop a strong understanding of the company, departments and key employees roles
- Proactively create strong relationships and open communication with stakeholders such as artists, Senior Managers, the Board, Sponsors and Donors.
- Provide assistance to members of the Senior management team as may be required from time to time.
- To liaise professionally with the Board of Directors, Board sub-committees and EAs of board members.
- To manage the process of drafting agendas and assembling and dispatching papers for Board Meetings.
- To coordinate the setting of dates, agendas and chairing of Company meetings. Taking of minutes at those meetings where required.
- Work with the Box office to create guest lists for key events using Tessitura.

Reporting

- Take minutes of meetings as requested, including Management meetings and Board meetings. Understand the tone and sensitivities and adapt writing style as necessary.
- Work with a variety of departments across the organisation to assist in creating the Annual Report.

- Assist in the collation of data and information including drafting and proof reading of the Annual Report.
- Work with all key stakeholders **to ensure timely and accurate delivery of the Annual Report**
- Assist the ED with government and industry requirements including reporting, analysis and ad hoc requests.
- Assist with project coordination for the annual report and Government relations projects where needed.
- Suggest process improvements and efficiencies to reporting and the coordination of reporting as necessary.

Other

- Undertake any other duties as may be reasonably required from time to time by the AD and ED.

Workplace Health & Safety

For the purposes of the Workplace Health and Safety Act and Regulations the EA must ensure that she/he:

- takes reasonable care of the health and safety of themselves and others
- works in a safe manner and follows procedures introduced for his/her protection
- participates in any training or education necessary to enable him/her to work safely including familiarisation with the STC's WH&S Policy
- reports any unsafe work practices or conditions to his/her supervisors
- cooperates with Sydney Theatre Company in their efforts to comply with workplace health and safety requirements.

Environmental Sustainability

To support the Company's vision of becoming the world's most sustainable theatre company, the EA must ensure that she/he:

- takes reasonable steps towards minimising the environmental impact of their role and that of the Company;
- works in an environmentally responsible manner and follows procedures introduced to this end;
- participates in any training or education necessary to enable them to work sustainably including familiarisation with the Company's various green policies;
- brings to the attention of the internal Green Team any situations or practices that could be improved in relation to environmental performance; and
- co-operates with Sydney Theatre Company in their efforts to lead in the area of environmental sustainability.

Other information

<i>Key relationships</i>	<i>Capabilities and competencies</i>
<ul style="list-style-type: none"> ○ Artistic Director ○ Executive Director ○ Senior Management Team ○ The Board ○ Artistic Administration team ○ Manager and Heads of Departments 	<ul style="list-style-type: none"> ○ Proven experience in an executive support role or arts administration ○ Ability to use absolute discretion and judgement ○ Willingness to see jobs through to completion by overcoming barriers and working under pressure ○ Experience of self-directing and prioritising own workload in accordance with business needs ○ Experience of managing complex diaries or schedules ○ A proactive approach and ability to anticipate demands and problems before they arrive ○ Highly developed interpersonal and negotiation skills ○ Positive interpersonal skills and the ability to successfully interact with professional associates, staff, board members and sponsors ○ Excellent organisation and administration skills ○ Excellent writing skills – minuting, correspondence, note taking and summarising ○ Superior computer skills including a high level of proficiency with MS Word, Excel and PowerPoint ○ Executive Administration Experience in directly supporting a CEO level would be desirable ○ Experience and interest in the arts industry, particularly theatre is desirable ○ Experience with Tessitura our computerised database and ticketing system is desirable

This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.