

QUEENSLAND THEATRE

Position Description

Executive Assistant

Goals

To ensure the smooth and efficient running of the executive office of Queensland Theatre.

Objectives

1. To provide executive assistance to the Executive Director and Artistic Director as required
2. To act as secretary for the Queensland Theatre Board
3. To undertake special projects as directed by the Executive Director

Duties

Objective 1

To provide executive assistance to the Executive Director and to the Artistic Director as required:

- Provide high level confidential administrative, personal and secretarial support primarily to the Executive Director and to the Artistic Director.
- Maintain and monitor the diary of the Executive Director and Artistic Director and organise appointments, meetings and functions.
- Minute regular meetings and perform associated tasks (prepare agendas, distribute minutes, update action lists).
- Coordinate the submission of briefings and/or key documents to the Executive Director and to the Artistic Director to ensure all relevant information is provided prior to appointments and meetings.
- Oversee all incoming correspondence and emails to the Executive Director and Artistic Director to determine action required and associated priorities and ensure deadlines are met.
- Act as first point of contact with both internal and external stakeholders including government, non-government organisations and other companies/agencies. Screen incoming calls and visitors to the Executive Director and if necessary, redirect to the appropriate people.
- Draft internal and external correspondence as required and proof any documentation for the Executive Director's approval to ensure clarity, correct format and consistency.
- Coordinate travel, accommodation and parking requirements for the Executive Director and Artistic Director.
- Reconcile monthly credit card transactions.
- Provide administrative support for the Executive Director on human resources matters (eg. job advertisements, schedule interviews, performance reviews).
- Maintain up-to-date filing systems and records as required by the Executive Director.
- Undertake other organisational and administrative duties as required.

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Objective 2

To act as secretary for the Queensland Theatre Board:

- Minute board meetings and perform associated tasks (boardroom set-up, prepare agendas, distribute minutes, update action lists).
- Maintain up to date registers for board members.
- Coordinate management actions as required following committee and board meetings.
- Track board correspondence for action.
- Manage contact details for board members and provide support as required.
- In consultation with the Chair, set future board meeting and sub-committee meeting dates.
- Manage board rsvp's to events and functions.
- Organise travel and accommodation for Board members, as required.
- Liaise with board members of behalf of Queensland Theatre.
- Maintain up-to-date filing systems and records to uphold state government record keeping requirements.

Objective 3

To undertake special projects as directed by the Executive Director and/or Artistic Director:

- Assist in the coordination and documentation of the Company's Strategic Plan and Operational Plan.
- Coordinate and minute the Company's annual Strategic Planning days.
- Coordinate the preparation, production, printing and distribution of the Company's Annual Report.
- Assist in special projects as required (eg. policies and procedures review, staff planning days, social events).

Reporting relationship

The position reports to the Executive Director but assists the Artistic Director as required.

Length of appointment

Twelve months with opportunity for renewal.

Probationary period

Three months.

Hours of work

Your agreed office hours are 9.00am to 5.30pm and as required (for example, after hours committee and board meetings, held every 6- 8 weeks). Time in lieu provisions are at the discretion of the Executive Director.

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Salary

Commensurate with experience, plus superannuation into a government approved fund, currently at 9%.

Leave provisions

Twenty working days (or pro-rata) for each year of completed service. Annual leave loading of 17.5%. Ten days sick leave. The Company closes between Christmas and New Year and in addition to public holidays an additional Company TIL day is provided.

Selection criteria

The successful applicant will demonstrate all of the following:

1. Minimum five years as an Executive or Personal Assistant, or tertiary qualifications in business or a related field. Candidates should have a high level of proficiency with the Microsoft Office suite.
2. Experience in providing confidential and personal support to senior staff and to Boards of Management. Candidates must also be able to liaise confidently, courteously and confidentially with internal and external representatives at all levels.
3. Highly developed writing, communication and administrative skills, including a strong attention to detail. Experience with minute taking and associated meeting tasks is essential.
4. Demonstrated ability in developing management systems to assist the efficiency of senior staff and in anticipating the needs of the Board Members, Executive and Artistic Directors.
5. Ability to work independently, use initiative, meet deadlines and maintain a high level of organisation at all times.
6. A commitment to the flexible working hours that are inherent in the arts.

Desirable

- Experience and/or knowledge of the arts industry and not for profit sector.

Applications

Written applications should specifically address the selection criteria, in no more than two A4 pages, and include contact details for two referees. Applications must be received by 5pm Friday 15 March 2019 and should be addressed to:

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Amanda Jolly
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Or emailed to employment@queenslandtheatre.com.au