

QUEENSLAND THEATRE

Position Description

Executive Assistant

Position context

Queensland Theatre (QT) has more than 50 years of proud history creating an extensive repertoire of classic, contemporary, international and Australian theatrical works.

Our mission is to connect people and ideas through compelling theatre experiences that inspire, entertain and challenge. At the heart of this mission is our team who are driven by a passion for the work we do and their positive spirit.

The Executive Assistant is a member of the executive team which provides the artistic and business leadership required to achieve Queensland Theatre's artistic, strategic and operational objectives.

About the role

The Executive Assistant provides high level executive assistance and administrative support to two busy executives, the Executive Director and Artistic Director, to ensure excellence in service delivery and smooth operation of the executive office. This includes extensive diary and appointment management, governance support, office management, actioning and drafting correspondence, travel arrangements, and liaising with internal and external stakeholders.

The role requires a high level of attention to detail, an ability to anticipate needs and actions, the ability to work under pressure and excellent time management and communication skills. This is a diverse, hands-on role which requires professionalism, discretion, interpersonal skilfulness, energy and attention to detail.

Reporting relationship

The position reports to the Executive Director for day-to-day engagement, management, and delivery of responsibilities to ensure efficient operations.

Duties and responsibilities

Executive support:

- Provide a high level of quality and timely executive, administrative, and personal support to the Executive Director and to the Artistic Director to ensure they are adequately supported in their daily needs.
- Provide administrative support to the leadership team, as required.
- Provide extensive diary coordination and management for the Executive Director and Artistic Director and for other appointments and commitments.
- Proactively manage incoming correspondence and emails to the Executive Director and Artistic Director to determine action required and associated priorities.
- Prepare agendas and minutes/outcomes of various internal meetings convened or attended by the Executive Director or Artistic Director and follow up matters arising at such meetings.

QUEENSLAND THEATRE

- Ensure Executive Director and Artistic Director are prepared for upcoming commitments including necessary briefings, papers, travel arrangements, etc.
- Maintain a high level of awareness of matters coming into and out of the Executive Director's and Artistic Director's offices to effectively respond to enquiries and exercise sound judgement on the manner of response.
- Liaise with government representatives from ministerial offices and government departments.
- Act as first point of contact with both internal and external stakeholders including screening incoming calls and visitors to the Executive Director and Artistic Director and if necessary, redirect to the appropriate people.
- Attend to matters requiring attention or refer them to the appropriate person in the absence of the Executive Director or Artistic Director.
- Draft internal and external correspondence as required and proof any documentation for the approval to ensure clarity, correct format and consistency.
- Coordinate travel for the Executive Director and Artistic Director.
- Support the Governance Manager in Board requirements including responding to Chair requests and Board meeting coordination.

Administrative support:

- Prepare and format documentation including correspondence submissions, presentations and reports.
- Prepare opening night invitations for senior government representatives and Queensland Theatre Board members.
- Arrange catering and provide support for meetings and other Company events.
- Post invoices to the finance system for payment and reconcile credit card expenses.
- Maintain up-to-date filing systems and records as required by the Executive Director.
- Undertake other organisational and administrative duties as required.

General:

- Monitor and order office stationery supplies.
- Provide support for Company events as required.
- Comply with work health and safety obligations.
- Work collaboratively with other teams to contribute to a positive team environment by:
 - providing back up support for colleagues where required
 - positively contributing to meetings where required
 - supporting and encouraging other colleagues by actively displaying positive team and organisational behaviour.

QUEENSLAND THEATRE

Selection criteria

1. Minimum five years' experience as an Executive Assistant or Personal Assistant providing personal/executive and administrative support to senior leaders.
2. Demonstrated capacity to maintain confidentiality and professional standards of behaviour in difficult and sensitive circumstances.
3. Exceptional administrative and organisational skills including prioritising, monitoring and follow-up of issues and deadlines with an ability to juggle competing priorities in a fast-paced environment while maintaining a flexible approach.
4. Highly developed communication skills (written and verbal) and interpersonal skills with strengths in diplomacy and liaising with internal and external stakeholders at all levels.
5. A proactive, collaborative mindset with an ability to work independently and within a team environment.
6. Ability to apply initiative and problem-solving skills to meet objectives and manage priorities.
7. High level of computer literacy/proficiency in software programs such as MS SharePoint, Office 365 particularly Microsoft Outlook, Word and Excel.

Desirable

- Knowledge of state government processes and systems.
- Experience in supporting the preparation of board level papers
- Experience and/or knowledge of the arts industry and not for profit sector.

Other attributes

- Positive attitude, self-directed with an ability to collaborate in a busy environment to achieve results.
- Resourcefulness to find required information.
- High level attention to detail.

Perform other duties commensurate with skills, experience and capabilities as required to meet team and organisational needs.

Reflect Queensland Theatre values in the way work is performed.

Work hours

The is a full-time position. The position requires flexibility with some out-of-hours work including some evening work inherent in the arts to fulfill the requirements of the role.

Queensland Theatre is an employer that embraces diversity, equity and inclusion in the workplace, with a commitment to fostering an environment where all differences are valued and respected. We promote a culture of opportunity and encourage Indigenous Australians and people from a range of cultural and linguistic backgrounds to apply.