

ASSISTANT TO DIRECTOR AND CEO INFORMATION PACKAGE

BIENNALE OF SYDNEY

The Biennale of Sydney is a renowned exhibition of international contemporary art, the third oldest biennial in the world after Venice and São Paulo. Situated across multiple sites in Sydney, over nearly half a century, the Biennale of Sydney has commissioned and presented exceptional works of art by more than 1,800 national and international artists from more than 100 countries including the work of 52 artists born or living in South-East Asia.

The Biennale of Sydney is committed to free access for all and serves people of all ages and cultures. In 2018, the 21st Biennale of Sydney attracted visitation of over 850,000. Independent research showed that 23% of visitors were international, 52% identified as culturally diverse, 20% speak a language other than English at home and 46% were aged under 35 years. This reflects the important place that the Biennale of Sydney holds in the life of Australia and in its engagement with the world.

APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by 5pm on **Friday, 17 May 2019**.

Your application must include:

- a cover letter outlining how your skills and experience match this role;
- a separate document responding to the selection criteria;
- a current CV; and
- the names and daytime contacts of at least two (2) professional referees.

Email to: employment@biennaleofsydney.com.au

Subject line: **Application | Assistant to Director and CEO**

Or via post, marked 'Confidential' to:

Peter Gregory

Biennale of Sydney

Level 4 The Arts Exchange

10 Hickson Road

The Rocks NSW 2000

Applications that do not address the selection criteria will not be considered.

SELECTION CRITERIA

Based on an application addressing the Essential Criteria, Curriculum Vitae and, for selected candidates, an interview and references, the Biennale of Sydney needs to be satisfied that the applicant meets the following criteria:

Essential Criteria	<ul style="list-style-type: none">• Proven experience in executive assistance and administration.• Exceptional written and spoken communication skills, confidence and ability to liaise with national and international stakeholders at all levels.• Excellent organisational and multitasking skills and ability to work to tight deadlines in a dynamic, high paced, constantly changing environment.• Proven ability to handle a wide variety of activities and confidential matters with discretion and diplomatic skill.• Attention to detail in the accurate recording of information, especially for database entry and management tasks.• Ability to work in a non-profit environment with a strong commitment to fiscal responsibility.• Ability to work collaboratively and effectively with colleagues, artists and other stakeholders.• Proven experience or strong interest in the arts sector.
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ROLE STATEMENT

Position Title:	Assistant to the Director and CEO
Department:	Director and CEO
Reporting to:	Director and CEO
Direct Reports:	N/A
Salary:	\$76,650 (inclusive of employer's superannuation contribution)
Contract term:	Full time fixed term contract position until 31 December 2020 (with the possibility of extension)

POSITION DESCRIPTION

The successful candidate will be part of a team of highly motivated, specialist staff in delivering one of the world's leading contemporary visual arts events.

The Assistant to the Director and CEO of the Biennale of Sydney provides efficient, professional and confidential executive support to the Director and CEO using a wide range of administrative skills to ensure that the office of the Director and CEO is highly functional and responsive internally and externally. The role serves as the primary point of contact for liaison to the Board of Directors and all internal and external constituencies on matters pertaining to the Director and CEO.

The Biennale of Sydney operates in a dynamic, rapidly changing, environment which requires flexibility, adaptability, initiative, diplomacy and a high level of social skills as well as excellent communication, administrative and organisational skills. The Assistant to Director and CEO must be able to work under the pressure of deadlines and handle a wide variety of activities and confidential matters with discretion while demonstrating an ability to exercise good judgment in difficult and complex situations. The ability to maintain a realistic balance among multiple priorities is essential.

The position reports to the Director and CEO.

See over for Duties and Responsibilities.

DUTIES AND RESPONSIBILITIES

<p>Director & CEO Support</p> <p>Provide administrative support to Director and CEO.</p>	<ul style="list-style-type: none"> • Arranging and scheduling meetings, managing schedule conflicts and preparation of all required paperwork and documents prior to and following meetings. • Drafting of extensive formal correspondence and communications. • Proofreading and formatting documents in accordance with Biennale of Sydney Style Guide. • Reviewing and prioritising incoming correspondence, including emails. • Ensuring follow up or resolution of actions on behalf of the Director and CEO. • Liaising with Heads of Department regarding deadlines and preparation of documents and reports. • Assisting the Director and CEO with management of conflicting deadlines. • Researching and preparing meeting agendas and notes. • Primary contact for Biennale of Sydney Board of Directors. • Attend Board Meetings and take minutes. • Prepare, review, collate and distribute Board reports. • Track and manage the Director and CEO's budget and reconcile expenses in a timely fashion. • Database updates and maintenance. Manage Director and CEO's contacts database. • Develop and maintain filing systems. • Organise all aspects of itinerary, travel and accommodation and recoupment of expenses for Director and CEO.
<p>Other</p>	<ul style="list-style-type: none"> • Assist with the organisation of internal events, including casual functions and formal social events. • Other duties as required.
<p>Work, Health and Safety (WHS)</p>	<ul style="list-style-type: none"> • All staff are required to take reasonable care of their own health and safety and that of other personnel (including volunteers and interns) who may be affected by their conduct • Participate in WH&S Committee meetings, as required
<p>Key Performance Indicators</p>	<ul style="list-style-type: none"> • Successful delivery of the 2020 Biennale of Sydney • Demonstrates positive working relationships with all departments of the Biennale of Sydney • Director and CEO is supported in the exercise of her duties in a timely and efficient manner. • The Office of the Director and CEO is effective and responsive in its interactions with the Board of Directors and internal and external constituencies. • The quality of work and communications generated by the Office of the Director and CEO is high. • Coordination of Director and CEO's schedule, correspondence, deadlines, budget, travel, contacts and administration is effective and timely. • Administration and record management of the office of the Director and CEO is of high quality, including minuting of Board, Committee and Head of Dept meetings. • Coordination of all Director and CEO travel requirements are efficient, within budget and completed according to deadlines.