biennale**o**fsydney

EXECUTIVE ASSISTANT TO CEO
INFORMATION PACKAGE

BIENNALE OF SYDNEY

The Biennale of Sydney gathers on the ancestral land of the Gadigal people of the Eora Nation. We acknowledge all Traditional Owners of Country and recognise their continuing connection to land, waters and culture. We pay our respect to Elders, past, present and emerging.

The Biennale of Sydney is a leading international contemporary art event. It plays an indispensable role in Australia's engagement with the world, and a meaningful role in the life of the nation. The Biennale presents the most dynamic contemporary art from around the globe in venues across Sydney (and beyond) with exhibitions that ignite and surprise people, spark dialogue, cultivate connections and inspire action through meaningful, shared arts experiences. The Biennale of Sydney amplifies the voices of artists and tell the stories of our global communities, as they drive momentum for lasting cultural change.

Established in 1973, it is one of the oldest biennials in the world and the largest event of its kind in Australia. The Biennale of Sydney has commissioned and presented exceptional works of art by more than 1,900 national and international artists from more than 100 countries.

The Biennale of Sydney is committed to free access for all. More information on the Biennale can be found here.

WORKING FOR THE BIENNALE OF SYDNEY

The Biennale of Sydney fosters a collaborative and respectful workplace culture, with a team as diverse as the exhibitions we present and the audiences who experience them. We actively encourage Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people, people with disability and those who have diverse experiences of our world to join the Biennale of Sydney team.

We are committed to making reasonable adjustments to provide a positive, barrier-free recruitment process and supportive workplace. If you are applying for a position and have support or access requirements, let us know in your application or by contacting the nominated person in the advertisement.

We also support a flexible working environment at the Biennale of Sydney and are happy to discuss how this role could be done flexibly. There is no 'one size fits all' approach to flexible working, including time commitments. We can work with you to rethink where, when and how your work can be done.

The Biennale of Sydney believes that art should be accessible to all. Thanks to our generous supporters, our exhibitions are presented with free admission for all to enjoy. For our employees, we provide professional development opportunities to enrich and develop your love of the arts while valuing the specific skills and experiences you bring to the Biennale of Sydney. As a not-for-profit organisation, we also offer salary packaging options.

ROLE STATEMENT

Position Title: Executive Assistant

Department: Finance and Administration

Reporting to: Chief Executive Officer

Contract Term: Full-time permanent contract to 31 December 2022, with the possibility of extension

DUTIES AND RESPONSIBILITIES

Executive Assistant to CEO

CEO Support	• Diary and appointment management for the Chief Executive Officer (CEO) and Artistic Director (AD), including coordinating various meetings such as Department Head meetings and Board meetings • Provide high quality administrative support to the CEO, including preparation of draft correspondence for signature and preparation of presentations • Manage incoming and outgoing communications for the CEO, directing enquiries or responding as appropriate • Arrange travel and accommodation for the CEO and Artistic Director, and prepare comprehensive itineraries • Routinely manage credit card and other financial transactions, such as payment of invoices, on behalf of the CEO • Maintain the CEO's task list ensuring that appropriate and timely actions are taken or followed • Professional and timely preparation and distribution of agendas before meetings, taking minutes and compiling papers for meetings and committees • Establish and maintain effective file management systems to manage all correspondence and documents associated with the office of the CEO, including the systematic protection, filing, retrieval, transfer and disposal of confidential records • Work closely with the Finance and Administration team to ensure that corporate services – including office systems and the office environment – are efficient and effective for the Biennale team • Manage the flow of information requiring sign off between the Board, Heads of Department, staff and the office of the CEO; and maintain a register of documents • Support other administration roles as first line of enquiry for potentially difficult or complex matters, as required • Support the Board of Directors and Heads of Department, as required • Any other reasonable activities as may be required by the CEO from time to time
Office Support	• Partnering with the People and Culture Manager on monitoring and maintaining the office environment, including ordering amenities, stationery, and supplies. • Providing basic IT support to staff and liaising with our IT providers to ensure sufficient and consistent service levels are met. • Processing sales and distribution of catalogues and merchandise. • Assisting with the Arts Exchange building communications and liaising with the building manager when required. • Reporting any maintenance issues and liaising with external contractors and building managers as required. • Assisting the People and Culture Manager on cultural initiatives for the team.

Work, Health and Safety (WHS)	• 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
Key Performance Indicators	• Successfully keeps CEO informed of all activities and appointments at all times • Duties completed within agreed timeframes, with documentation prepared accurately, to a high standard and in a timely and efficient manner • The office of the CEO is effective and responsive in its interactions with the Board of Directors and internal and external stakeholders

APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by 5 pm on **Wednesday, 17 November 2021**. **Interviews will be held as applications are received**.

Your application must include:
- a cover letter outlining how you meet the selection criteria;
- a current CV;
- the names and daytime contacts of at least two (2) professional referees.

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

Contact: Nicola Watson
Email to: employment@biennaleofsydney.com.au
Subject line: Application | Executive Assistant to CEO

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	• Team-oriented and collaborative. • A proven self-starter who can taking ownership of initiatives. • Extensive diary and travel management. • Exceptional attention to detail. • Excellent organisational and administrative skills. • Strong skills in excel, word and powerpoint. • Professional level writing skills.