

BIENNALE OF SYDNEY

The Biennale of Sydney acknowledges the Traditional Owners of Country, in particular the Gadigal people on whose land the Biennale of Sydney is located. We recognise their continuing connection to land, waters and culture and pay our respect to Elders, past, present and emerging.

The Biennale of Sydney is one of the leading international contemporary art events. 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 with exhibitions that ignite and surprise people, sparking dialogue, cultivating connections and inspiring action through meaningful, shared arts experiences.

Established in 1973, it is the third oldest biennial in the world after Venice and São Paulo and the largest exhibition 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.

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.

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.

APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by **5pm on Tuesday, 31 January 2023**.

Your application must include the following:

- a cover letter outlining how you meet 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 | Executive Assistant to the CEO

Or via post, marked 'Confidential' to:

Barbara Moore

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">• Experience supporting C-suite, ideally within a not-for-profit environment• Highly developed professional written and verbal communication skills across a range of areas, including advanced proofreading and editing skills• Excellent interpersonal and relationship-building skills and a solution-focused approach• Initiative, flexibility, reliability and the ability to work with exceptional attention to detail in a dynamic and high-pressure environment• Extremely high regard for confidentiality, reliability and integrity concerning all interactions with members of staff and the wider community
Desirable Criteria	<ul style="list-style-type: none">• Advanced computer literacy and keyboard skills, including use of all Microsoft Office applications• Experience or strong interest in the arts sector

ROLE STATEMENT

Position Title: Executive Assistant to the Chief Executive Officer

Department: Executive

Reporting to: Chief Executive Officer

Direct Reports: N/A

Contract term: Full Time, ongoing

POSITION DESCRIPTION

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

The Biennale of Sydney operates in a dynamic, rapidly changing environment that requires flexibility, adaptability and initiative. The role of Executive Assistant requires diplomacy and excellent communication, administrative and organisational skills. The Executive Assistant must be able to work under the pressure of deadlines and handle a wide variety of activities and confidential matters with discretion while exercising sound judgment in difficult and complex situations.

The position reports directly to the Chief Executive Officer.

DUTIES AND RESPONSIBILITIES

CEO Support	<ul style="list-style-type: none">• 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 the first line of enquiry for
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	<p>potentially difficult or complex matters, as required</p> <ul style="list-style-type: none"> • Support the Board of Directors and Heads of Department, as required • Supporting the governing Board of Directors, preparing board packs and papers, taking actions and progressing follow-up activities • Any other reasonable activities as may be required by the CEO from time to time
Office and HR Support	<ul style="list-style-type: none"> • Monitor and maintain the office environment, including ordering amenities, stationery, and supplies • Provide 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 • Act as the lead contact with the Arts Exchange building management team and liaise with the building manager when required • Reporting any maintenance issues and liaising with external contractors and building managers as required • Create and execute diverse initiatives for the team • Generating contracts and assisting with the onboarding process, which includes inductions and reviewing employee documentation
Work, Health and Safety (WHS)	<ul style="list-style-type: none"> • All staff are required to take reasonable care of their health and safety, and other personnel (including volunteers and interns) who may be affected by their conduct • Participate in WH&S Committee meetings, as required
Key Performance Indicators	<ul style="list-style-type: none"> • Successfully keeps CEO always informed of all activities and appointments • 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