



**EXECUTIVE ASSISTANT  
INFORMATION PACK**

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*Into The Woods*, 2023. Photo: Christopher Hayles

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## OVERVIEW

**Job Profile:** The Executive Assistant to the co-CEO's and Office Manager provides administrative and operational support to the Executive Director, Artistic Director and wider team to ensure the smooth running of operations of the office on a daily basis.

The role provides administrative support to the Belvoir Board and associated entities. This position provides management support to the team and ensures the smooth running of the office on a day-to-day basis.

**Hours:** Part-time 0.6 FTE (22.8 hours per week)  
Available to work hours across a minimum of 4 days (ideally 5 days)  
Weekend and evening work will be required for Board Meetings and relevant functions.

**Salary:** Commensurate on experience

**Package:** 12% Employer contribution to superannuation  
20 days annual leave per annum accrued pro rata,  
17.5% leave loading payable after twelve months.  
10 days sick leave per annum pro rata

**Contract:** 6 months trial period, then ongoing

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

**Deadline:** 5pm Monday 23 March (ADST)

**Starting:** ASAP

**To Apply:** Address the selection criteria.  
Include a resume.  
Include the names and daytime contacts of two referees.  
Maximum three pages

**Forward to:** Fiona Hulton, Deputy Executive Director  
18 Belvoir St, Surry Hills, NSW 2010  
[jobs@belvoir.com.au](mailto:jobs@belvoir.com.au)



*Lady Day at Emerson's Bar & Grill, 2023. Photo: Matt Byrne*

## **KEY RESPONSIBILITIES**

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

- Provide high level confidential administrative, personal, and secretarial support primarily to the Executive Director and Artistic Director.
- Maintain and monitor the diaries of the Executive Director and Artistic Director to organise appointments, meetings, and functions.
- Coordinate the submission of briefings and/or key documents to the Executive Director and 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, and screen incoming calls and visitors to the Executive Director, redirecting as necessary to the appropriate people. In particular liaising with the Artistic & Programming team as appropriate on matters relating to Artistic Director.
- Draft correspondence, memos, file notes and reports as required and proof any documentation for the Executive Director's approval to ensure clarity, correct format, and consistency.
- Coordinate travel, associated meetings and supporting documentation for the Executive Director and Artistic Director
- Maintain up-to-date filing systems and records as required by the Executive Director
- Assist in special projects and administrative duties as required (eg. policies and procedures review, staff planning days, Attend and assist in special functions)

To provide administrative support to the Belvoir Board and associated entities:

- Prepare board agendas, papers, and minutes within required time frames.
- Track board correspondence for action.
- Manage contact details for board members and provide support as required for any travel or attendance at special functions.
- Coordinate preparations for all board and sub-committee meetings
- Act as minutes secretary for board meetings and coordinate management actions required after board meetings.

To provide office management support to the team to ensure smooth running of the office on a day-to-day basis.

- Undertake duties, including distributing mail, ordering couriers, general typing, archiving, and undertaking banking and petty cash requirements.
- Order, maintain, allocate and perform regular stock takes for office stationery, kitchen, and cleaning supplies.
- Manage external contractors as required (e.g. IT services, waste management and cleaning, office equipment and building compliance services).
- Provide administration assistance to the wider team, e.g. arrange meetings and refreshments, typing and presentation work.

## **SELECTION CRITERIA**

### **Aptitudes/Abilities/Skills**

The successful applicant will demonstrate all of the following:

- Ability to liaise confidently, courteously, and confidentially with internal and external representatives at all levels.
- Highly developed writing, communication, and administrative skills, including strong attention to detail.
- 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.
- Ability to work independently, use initiative, meet deadlines, and always maintain a high level of organisation.
- High levels of integrity and discretion.
- Proven ability to work effectively as a member of a team in a busy environment.

### **Experience**

- 5+ years previous administration experience, preferably to a Senior Executive or a small team.
- Experience in providing confidential and personal support to senior staff and to Boards of Management.
- Demonstrated high level proficiency with Microsoft Office suite products; Tessitura experience an advantage.

### **Desirable**

- Tertiary qualifications in social sciences, arts, business, or a related field.
- Experience and/or knowledge of the arts industry and not for profit sector.

## ABOUT US

### Company Information

When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment, and media professionals – formed a syndicate to buy the building and save the theatre. Forty years later, Belvoir St Theatre continues to be home to one of Australia’s most celebrated theatre companies.

Belvoir engages Australia’s most prominent and promising playwrights, directors, actors, and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.



Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarkis, Simon Stone and former Artistic Director Neil Armfield.

Belvoir’s position as one of Australia’s most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Glass Menagerie*, *Angels in America*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who’s Afraid of Virginia Woolf?*

Belvoir is part of the Australia Council’s National Performing Arts Partnership Framework and as such is seen as a leader in its field. We receive funding from both the Australia Council and Create NSW which amounts to around 17-18% of income. Other income is derived from box office, development, and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors and co-CEOs are Eamon Flack and Aaron Beach.

More information, including annual reports and seasons, can be found at: [www.belvoir.com.au](http://www.belvoir.com.au)