

POSITION DESCRIPTION

POSITION

Executive Assistant

REPORTS TO

Managing Director

THE ORGANISATION

Led by its charismatic Artistic Director, Richard Tognetti AO, the Australian Chamber Orchestra is Australia's most dynamic performing arts organisation. Renowned world-wide for its inspired and courageous programming and unrivalled performances, the ACO collaborates with an extraordinary range of artists including the world's leading soloists, cinematographers, visual artists and contemporary musicians and entertainers.

PURPOSE OF THE POSITION

To work under the direction of the Managing Director to provide high level, efficient, professional and confidential executive support to the Managing Director and the Artistic Director in all aspects of ACO's operations. The Executive Assistant uses high level organisational and administrative skills to assist the Managing Director, Artistic Director and Executive Team to function at their best. Other duties include general office management.

DUTIES AND RESPONSIBILITIES

Manage the Office of the Managing Director

- Maintain appointment diary, arrange and manage appointments proactively highlighting potential conflicts or issues;
- Organise travel, accommodation and other related arrangements;
- Assist the Managing Director in the preparation of correspondence, reports and presentations and ensure that they are dealt with efficiently and promptly;
- Manage incoming communications channels and prioritise which requests can be dealt with independently and which to bring to Managing Director's attention in a timely fashion;
- Co-ordinate the Managing Director's performance invitations, meetings and events;
- Prepare and code expense reports for the Managing Director's expenses;
- Provide administrative and clerical support to the Board and Finance Sub-committee, including scheduling and making arrangements for meetings, compiling and distributing papers and minuting Board meetings;
- Schedule, co-ordinate and minute fortnightly Executive Team Meetings;
- Schedule and co-ordinate regular full staff meetings;
- Monitor progress of projects allocated to staff by the Managing Director;
- Maintain and update general filing system as required, filing, preparation, collation and distribution of supporting documentation, notes and correspondence;
- Other duties as required.

Attend to Artistic Director's Organisational Requirements

- Manage the diary of the Artistic Director, including appointments, publicity schedules and the Artistic Director's participation in ACO development events or any external engagements;
- Arrange the Artistic Director's travel and accommodation and other related arrangements;
- Filter and respond to correspondence;
- Provide general personal support to the Artistic Director and be the first point of organisational contact;
- Prepare and code expense reports for the Artistic Director's expenses;

- Co-ordinate the Artistic Director's performance invitations, meetings and events;
- Other duties as required.

Office Management

- Overseeing general office maintenance, including any contractors and regular services to the ACO premises;
- Processing invoices in relation to building services and contractors;
- Manage the ACO Key Register;
- Liaising with Building Management where appropriate;
- Other duties as required.

KEY RELATIONSHIPS

In addition to the Managing Director and Artistic Director, the Executive Assistant works closely with all members of the ACO Executive Team and staff and maintains relationships with ACO musicians, Board Directors and their EAs, as well as key external-stakeholders.

Maintaining a strong, positive and professional rapport with, and the trust of, the Artistic Director is key to the role.

SKILLS AND EXPERIENCE REQUIREMENTS

Essential

- Significant experience in executive assistance, working directly with a CEO or equivalent;
- Excellent written and verbal communication skills;
- High level ability to compose and present correspondence;
- A high degree of proficiency with Microsoft Office;
- Maintain attention to detail and meet deadlines;
- Superior organisational and time management skills and the ability to manage multiple competing priorities;
- Experience in organising workshops and meetings, including preparation and distribution of agendas, papers and minutes;
- Capacity to work independently with minimal direction and collaboratively in a team environment;
- Confidence in building and maintaining relationships with internal and external stakeholders;
- Enthusiasm, initiative, self-motivation and self-discipline;
- A confident, personable, flexible and cooperative manner.

Desirable

- Experience working in a performing arts environment;
- Relevant Tertiary Qualifications;
- An appreciation of classical music.