



EXECUTIVE ASSISTANT

POSITION DESCRIPTION AND HOW TO APPLY

Location	Level 1 The Gunnery, 43-51 Cowper Wharf Rd Woolloomooloo
Reporting to	Esther Anatolitis, Executive Director
Working with	NAVA staff located in our Sydney office and interstate; media; key stakeholders and partners; NAVA members
Position type	Annual renewable part-time contract (4 days) with a 3mo probation period
Salary details	\$55,000 pa + 9.5% superannuation + 17.5% holiday leave loading
Employment period	From Monday 2 July 2018
Applications due	12:00pm (noon) Tuesday 12 June 2018
How to apply	Applicants must follow the Application Process below. Indigenous Australians, people from culturally diverse communities, and people with disability, are strongly encouraged to apply.

NAVA leads advocacy, policy and action for an Australian contemporary arts sector that's ambitious and fair. Through the Code of Practice for the Professional Australian Visual Arts, Media, Craft and Design Sector, we set national best practice standards for the contemporary arts industry. Our vision – that artistic courage ignites Australian culture – drives everything we do. For more about our Membership, Professional Development and Advocacy programs, visit www.nava.net.au.

The Executive Assistant has a strong focus on maintaining excellent relationships, and requires a high degree of initiative and discretion, as well as solid communication and organisational skills. It's an ideal role for someone seeking mentorship through a career in arts management through high-level arts leadership exposure. This is a rare opportunity to be both hands-on and strategic, working closely with a small team for big impact on arts policy, creative practice and artists' rights.

POSITION DESCRIPTION

Executive assistance

- Manage the Executive Director's diary including meeting request prioritisation, scheduling, negotiating appointments, confirmation and follow-up, as well as organising associated and supporting documentation
- Provide secretariat support to the Executive Director's committee involvements including assembling and distributing meeting papers and agendas, booking venues, organising catering, taking minutes, maintaining records, providing confidential notes and coordinating follow-up actions
- Manage the Executive Director's travel and accommodation arrangements and accessibility requirements
- Prepare correspondence and other key briefing packs, reports and papers as directed

- Support NAVA Board members' travel, accommodation, document and information requests and requirements, and attend and minute board meetings
- Coordinate requests for information from internal and external stakeholders and provides a professional first point of contact for all enquiries
- Maintain excellent systems for recording and storing information
- Provide administrative support within NAVA as required

Shared responsibilities

- Contribute to NAVA's strategic planning and review in both formal and informal ways
- Collaborate on the production and facilitation of NAVA events
- Support the NAVA Membership responsively through phone and other queries
- Report to the General Manager on coordinating relevant budgets
- Contribute to an organisational culture of collaboration, inspiration and safe working.

SELECTION CRITERIA

1. Acute professional judgement combined with strong personal values of integrity, maturity and discretion
2. High quality, diverse professional writing skills including electronic communications and reports
3. Strong planning and time management skills, with the ability to maintain attention to detail, balance conflicting priorities and to work to deadlines
4. Superior relationship management capabilities including a confident phone manner, strong interpersonal and negotiation skills, and excellent verbal communication skills
5. A responsive approach to anticipating needs and solve problems in identifying meeting requirements, diary issues and sensitive relationship management
6. Experience supporting an executive manager, or experience gained in comparable roles, would be highly regarded
7. A passion for supporting NAVA's work in championing contemporary arts.

APPLICATION PROCESS

1. When after reading through this document and visiting our website, you have further questions about the role, please call Penelope Benton, General Manager on 1800 046 282.
2. Your application must consist of a one-page letter outlining your interest and suitability for the role, your statement against selection criteria, a brief CV, and the names and contact details of three professional referees – emailed as a single PDF with your name and the position title as the document's name. Please keep in mind that if you don't address the selection criteria or follow the application process, we won't be able to assess your application.
3. Applications by email only should be sent to pbenton@visualarts.net.au by 12:00pm (noon) on Tuesday 12 June 2018.
4. After the close of applications, shortlisting will quickly take place, and to be fair to all applicants, no late applications will be accepted.
5. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally. We appreciate your patience in not contacting us during this time.
6. Interviews will take place on Thursday morning 14 June at NAVA. If you already know that you are unavailable at this time, you must mention this in your covering letter.
7. This role has a start date of Monday 2 July 2018. If you already know that you are unavailable for this start date, you must make mention of this in your covering letter, and propose an alternative start date.