

DANCE COMPANY

SYDNEY

POSITION DESCRIPTION

Position: Executive Assistant

Contract: Fulltime

Reports to: Executive Director

ABOUT SYDNEY DANCE COMPANY

Sydney Dance Company, under the Artistic Directorship of Rafael Bonachela, is Australia's leading contemporary dance company. With a full-time company of 16 dancers, an active public dance class program and a broad reaching education and outreach department, the Company offices are currently located in Ultimo whilst our heritage premises in Walsh Bay Sydney are under renovation (Due to return to Walsh Bay end 2020). Sydney Dance Company performs regularly in Sydney, Canberra and Melbourne as well as undertaking extensive national and international touring.

POSITION PURPOSE

The Executive Assistant's key role is to manage and administer the hectic schedules of the Executive Director and Artistic Director. Other duties include general office management and reception duties. The successful applicant will have a passion for the arts and a desire to be an integral part of the Sydney Dance Company team.

REPORTING / WORKING RELATIONSHIPS

The Executive Assistant reports directly to the Executive Director but also has functional reporting lines to the Artistic Director. The position will liaise with all levels of the organisation including the Board of Directors.

DUTIES AND RESPONSIBILITIES

- Manage the diaries and correspondence of the Executive Director and Artistic Director
- Manage correspondence and liaise with high profile arts, government and corporate identities
- Make all necessary preparations to facilitate the smooth conduct of meetings including board meetings
- Schedule and Minute high level meetings as required including board meetings
- Support the Artistic Director with assistance in speech writing, correspondence, scheduling and other duties as required
- Support the Executive Director with the preparation of presentations, Board papers and Board liaison.
- Coordination of travel arrangements and accommodation for the Executive Director and Artistic Director and other senior staff as required
- Manage the reception area including answering phones, operating the automated telephone system, answering walk up queries, receiving guests and being the face of the administration of the Company.
- Office management duties including ordering stationery, booking couriers, office maintenance, coordinating tradespeople, liaising with property management and other office duties as required.

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- It is expected that at times this role will assist other departments of the organisation as and when required. This may involve tasks such as arranging artist travel, assisting with functions and events or arranging catering for meetings
- Other duties as required

SELECTION CRITERIA

Essential

- Excellent written and verbal communication skills
- High level ability to build effective working relationships across the organisation and with high level stakeholders
- High level of organisation and effective time management skills to meet competing deadlines
- Ability to work pro-actively and autonomously while still being an effective member of a small team
- Confidence in building and maintaining relationships with internal and external stakeholders
- Excellent working knowledge of Microsoft Office software suite (Word, Excel and Outlook)
- Exceptional judgement and discretion when dealing with confidential/ sensitive information
- A sense of accountability and pride in your work and a willingness to learn new skills when and if required
- You must have the right to live and work in Australia to apply for this role.

Desirable

- Current Drivers license
- Understanding of and affinity for the Performing Arts Industry
- Experience with Tessitura

GENERAL INFORMATION

The successful applicant will be required to obtain a NSW Working with Children Check.

Recreation Leave - 20 working days per year

Personal/Carer's Leave - 10 working days per year

Probationary Period - 3 months from commencement

Hours of Work - This position is a full-time position based in the Sydney Dance Company office with the working hours nominated as 9am – 5.30pm, Monday to Friday, with some flexibility required – including evening and weekend work.

HOW TO APPLY

Please submit your CV and an application outlining your relevant skills and experience in response to the selection criteria by 9am on **Friday 1st February 2019** to:

Tanyav@sydneydancecompany.com

For enquiries please contact Tanya Veselcic on 02 92584809