

<b>Reports to:</b>	Executive Director & Artistic Director	<b>PD Classification:</b>	Key support role
<b>Team:</b>	Artistic	<b>Status:</b>	Full time
<b>Salary Range:</b>		<b>Effective Date:</b>	
<b>Position Holder Signature:</b>			
<b>Manager Signature:</b>			

### Role Purpose

A dynamic individual who can provide excellent coordination and ensure the smooth running of daily activities, correspondence and communication (both internally and externally) for the Company's Artistic Director (AD) and Executive Director (ED)

This position works closely with both roles, as well as with the Senior Management team (SMT) and with the Board of Directors (Board). As Executive assistant (EA) you will also be responsible for meeting and greeting all visitors to the Company and assist in answering incoming calls.

### Intent of Position Description

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by staff in this role. Staff members may be requested to perform job-related tasks other than those specifically presented in this description. Role Descriptions may also be modified from time to time to reflect usual growth and change of role.

### Significant Working Relationships

**Direct Reports (by position title):**

- Nil

**Key Relationships:**

- AD and ED
- Board of Directors
- Senior Management Team

### Key Result Areas

<b>Key Result Area: 1. General</b>
<p><i>Key Tasks</i></p> <ul style="list-style-type: none"> <li>• Manage diaries, correspondence and files for AD and ED</li> <li>• Typing of documents, letters, speeches, scripts and reports as well as the taking of minutes as required</li> <li>• Manage AD and ED monthly expense reconciliations and any personal reimbursement claims.</li> <li>• Manage travel and accommodation for AD and ED, including meetings and other arrangements as appropriate (and for SMT, Board and Board subcommittees, as required)</li> <li>• Provide secretarial support and assistance as and when required.</li> <li>• Liaise closely with all departments on work flow, providing assistance where necessary</li> <li>• Support all Government relations communication and relationships</li> <li>• Oversee the smooth running of the office administrative functions</li> </ul>

<b>Key Result Area: 2. Meeting Coordination</b>
<p><i>Key Tasks</i></p> <ul style="list-style-type: none"> <li>• Schedule and confirm all meetings both internal and external for AD and ED</li> <li>• Obtain and provide any necessary briefing materials for meetings for the AD and ED</li> <li>• Arrange hospitality and IT needs/conference calls for meetings as required</li> <li>• Filter AD and ED calls and correspondence, drafting responses when necessary</li> <li>• Keep orderly hard and soft copy files of all correspondence and related documentation</li> </ul>

## Position Description

Executive Assistant

**BELL  
SHAKESPEARE**

### Key Result Area: 3. Board Support

#### Key Tasks

- Manage communications to ensure Board receive all necessary Company information in a timely and professional manner
- Filter Board correspondence and disseminate accordingly
- Ensure the Board receives annual important dates at the commencement of each year and timely reminders of upcoming events and meetings
- Provide administrative assistance to the Chairman as required
- Manage conference calls required for external meetings, Board and various committee meetings.
- Prepare Board papers and co-ordinate the collation and distribution of SMT Board reports and Board Papers in liaison with Company Secretary (Chief Operating Officer)

### Key Result Area: 4. Meeting & Function Coordination

#### Key Tasks

- Schedule monthly staff meetings and take minutes
- Schedule weekly SMT Meetings and prepare agenda
- Provide assistance at external events where necessary
- Provide assistance to Marketing & Comms Manager in relation to media enquiries involving AD and ED
- Attend Company activities during and out of office hours as requested such as design presentations, opening nights and associated functions
- Schedule and manage Bell staff internal events when required

### Key Result Area: 5. Team Participation

#### Key Tasks

- Work as part of the Bell Shakespeare team to ensure that the vision and goals of the Company are supported and encouraged
- Actively ensure as a member of the staff that the methodology and approach to all tasks aligns with the culture of the Company
- Work with all teams to ensure transparent communication channels

## Performance Criteria

- Smooth operation of Company's Artistic Director and Executive Director administrative functions
- High quality documents produced
- Excellent diary management
- Professional presentation of office and welcoming of visitors
- Excellent relationships with senior staff and board.
- High level of confidentiality

## Authority / Discretionary Limits

- Undertake purchases as required by the AD and ED
- Authorise travel bookings

## Position Attributes

### Essential

- Previous experience at a similar role and level
- Excellent communication skills; written, oral and organisational (including the utmost discretion and diplomatic abilities)
- Keen attention to detail
- Excellent time management and forward planning skills
- Ability to think strategically and creatively and carry out responsibilities independently
- Advanced diary and travel management skills
- Advanced skills in Word, Outlook and Intermediate skills in Excel
- Experience with Smartsheet, Sharepoint and Powerpoint
- High level problem-solving skills, demonstrating initiative and drive
- Excellent interpersonal skills with a flexible and calm approach

### Desirable

- Experience in and commitment to working in the arts
- Knowledge of Tessitura database an advantage
- Experience assisting with Board-related duties including collation of Board papers and preparation of Board meeting minutes