

Position Title: *Executive Assistant to Philanthropy Director*
Department: *Philanthropy*
Report to: *Philanthropy Director*
Direct Reports: *Not applicable*
Touring: *Yes*
Date: *July 2021*

Summary

The Executive Assistant to the Philanthropy Director is responsible solely to the Philanthropy Director and for providing the highest level of event coordination, administrative and secretarial support.

This position is integral to the effectiveness of the Philanthropy Director and the Philanthropy Department who are actively responsible for *driving growth in donor numbers, revenue and engagement*.

This role requires the Executive Assistant and the Philanthropy Director to work as a collaborative team to maximise the effectiveness and efficiency of the Philanthropy Director. The team effort ensures that responsibilities of the Philanthropy Director are achieved with expediency. At all times the position requires the highest level of confidentiality, as well as a positive and diplomatic approach when liaising with internal and external personnel on behalf of the Philanthropy Director and The Australian Ballet. The working environment is dynamic, fast-paced and challenging.

Our Company

The Australian Ballet is one of the world's leading national ballet companies and a globally recognised Australian major performing arts organisation. Each year the company presents upwards of 220 performances through its main stage seasons in Melbourne, Sydney, Brisbane, Adelaide and Perth; along with public programs, special events, an extensive regional tour, a Children's Ballet and Education programs and regular overseas tours.

Orchestra Victoria (OV), provides pit services for ballet and opera in Victoria, and is a wholly owned subsidiary of The Australian Ballet. The Australian Ballet and Orchestra Victoria have an annual turnover of more than \$70 million and employ over 265 staff.

Our Values

We are exceptional In our art we strive to inspire, transform and to connect emotionally with our audiences. Beauty, athleticism, technical excellence and strength are hallmarks of our aesthetic.

We are ambitious We know where we are going. We believe in our ability to make things happen and to reach for the stars. We're disciplined and don't give up. We do things today.

We are innovators Creativity powers our company. We value knowledge, experience, open-mindedness, fresh thinking and passion on and off the stage.

We are proudly Australian Our company joyfully reflects the rich diversity of our nation, speaking to all Australians, and about Australia, to the world.

We are one team We work as one team towards common goals across the entire organisation, wherever we are and whatever we do. We are friendly, trusting in our relationships, always open to the other point of view, and willing to have courageous conversations.

We are sustainable We recognise the importance of diverse and growing income streams, and our dependence on state-of-the-art facilities and systems. We emphasise analysis, critical thinking, and careful planning in all our work.

Duties and Responsibilities

To support the Philanthropy Director, the Executive Assistant is responsible for

- Organising and managing the Director's diary and activities & ensure Director is briefed & prepared
- Reading all incoming and outgoing emails and taking action where appropriate
- Answering all inbound calls to Director & action all donor requests including ticketing & other requests & queries
- Ensuring Philanthropy Team is fully informed with all company and donor information
- Managing all correspondence, ie preparing drafts, printing, scanning, posting
- Arranging the Director's travel and accommodation
- Maintaining accurate and up to date records of all relevant major donor contacts
- Overseeing and completing the Director's expense account
- Arranging philanthropy team meetings and others as required
- Assisting with preparation of monthly Board reports
- Attending events as required

Administration

- Initiate & coordinate all aspects of opening nights & major Philanthropy events including theming, event run sheets, briefings & internal communications
- Liaison with other opening night internal stakeholders, particularly EA to Executive Director & Director External Relations
- Marketing liaison for the production of event collateral
- Maintain budgets and oversee invoicing
- Action other priorities and projects and requested by the Philanthropy Director

Event Coordination and Planning

- Manage project plans and ensure that all stakeholders are informed about the deliverables
- Coordinate including menu & beverage selections, deliveries, stocktakes and collections
- Coordinate all items necessary for theming and decoration
- Act as lead supervisor on the ground for all events from start to finish
- Delegate responsibilities and supervise staff for events
- Oversee the coordination and supervision of all events run in the PPABC
- Other Company and Philanthropy events as directed by Philanthropy Director
- Primary liaison with venues for event logistics
- Primary liaison with technical and production teams for event requirements
- Negotiating suppliers and contractor arrangements

Knowledge, skills and abilities

- Extensive experience in secretarial work
- Event coordination experience is desirable but not essential
- A knowledge of or background in philanthropy and the performing arts is helpful
- Ability to work autonomously and with minimum supervision
- Superior computer literacy skills including knowledge of relevant software packages: e.g. Word, Excel, PowerPoint, Outlook
- Well-developed time management skills
- An attention to detail
- Strong sense of confidentiality and professional loyalty
- Ability to form good professional relationships internally and externally
- Maturity
- Sense of humour and calm demeanour