
EXECUTIVE ASSISTANT

Level C | 0.8 EFT

Are you a motivated and proactive executive assistant looking for a challenge in one of Australia's premier arts training organisations? We are looking for a high-energy candidate with exceptional communication and time management skills, who has the ability to manage multiple tasks and provide highly dependable support to the executive team at the Australian National Academy of Music (ANAM).

Primary purpose of the role

1. Provide high-level administrative support to the General Manager and Artistic Director
 2. Provide administrative support to the Company Secretary
 3. Administer office and take responsibility for office supplies & processes
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About ANAM

ANAM is an international, dynamic and outward facing cultural institution, training and performance company, with a demonstrated commitment to servicing and engaging with its communities. It is internationally renowned as the only purely performance classical music training academy in Australia, and one of the few in the world.

ANAM is one of the Commonwealth Government's group of ARTS8 performance and screen arts training organisations which ensure that Australia has a pipeline of talent to sustain the country's future creative life.

ANAM is currently temporarily based in the Abbotsford Convent whilst it oversees the major redevelopment of its home in the South Melbourne Town Hall (SMTH).

How to apply

Please email to ANAM's People and Culture Manager. Application instructions are at the end of this advertisement.

Details of engagement

Position title:	Executive Assistant
Salary classification:	Level C (from ANAM's Workplace Agreement 2016)
Salary range:	80% of \$78,312 – \$91,812 (plus super)
Time fraction:	0.8 EFT (80%), four days a week
Employment type:	Ongoing part time, subject to the successful completion of a probationary period
Reports to:	General Manager
Works closely with:	Chief Operating Officer and Managers, Board of Directors
Location:	Based at the Abbotsford Convent, Abbotsford, Melbourne
Commencement:	asap
End date:	n/a, subject to the successful completion of a three month probationary period

Areas of Responsibility

1. Executive Support

- Work directly with the General Manager and Artistic Director to support key aspects of their daily work routines.
- Coordinate the diaries of the General Manager and Artistic Director, coordinating internal and external meetings and engagements. Exercise discretion in committing time and evaluating needs.
- Gather, collate, and provide background information for the General Manager and Artistic Director to support informed decision making and planning.
- Coordinate requests to the Artistic Director for musicians and alumni including for references.
- Maintain the General Manager's paper and electronic filing systems, including management of confidential and sensitive information.
- Coordinate travel arrangements and accommodation for the General Manager and Artistic Director and other senior staff as required.
- Work with the Accounts Coordinator to reconcile credit card receipts and payments for the General Manager and Artistic Director and approve financial transactions as delegated.
- Liaise as required with arts, government, donors and corporate identities, maintaining records of contacts and correspondence within the ANAM Customer Relationship Management (CRM) system, Tessitura.
- Monitor and maintain ANAM's non-donor VIP guest list in Tessitura, ensuring it remains current.

2. Company Secretary Support

- Collate and distribute Board papers including reports, and other relevant documents.
- Coordinate and schedule Board and subcommittee meetings.
- Coordinate Directors' travel arrangements and event attendance, where required.
- Coordinate the smooth running of Board meetings, including booking venues and organising meeting technology and catering, where required.
- Maintain Board member contact information.

3. Office Administrator

- Provide a welcoming and efficient presence for the main office area, including answering walk up queries, receiving guests and answering phones.
- Track and manage office supplies, mail and relevant invoices and ensure efficient office operations.
- Schedule staff meetings.
- Manage staff rosters at ANAM's rehearsal studio.
- Prepare, reconcile, and submit expense reports and other associated financial reconciliations, including managing regular banking.
- Assist the Head of Operations & Facilities with building maintenance matters, being a key point of contact for third party contractors.
- Assist other departments of the organisation with general office management duties as required.

Delegated Responsibilities

n/a

Selection requirements

Experience

- Minimum of 3 years of experience as an Executive Assistant or in a similar administrative support role;
- Experience in an arts sector or not for profit workplace is desirable

Essential skills

- Exceptional organisational and time-management skills, with the ability to prioritise and manage multiple tasks effectively;
- Strong written and verbal communication skills;
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook);
- Ability to maintain confidentiality and exercise discretion when handling sensitive information;
- A positive and flexible attitude, with the ability to work in a fast-paced environment;
- Strong interpersonal skills with the ability to build relationships at all levels of ANAM.

Desirable attributes

- High level of integrity and accountability;
- Detail-oriented and proactive problem solver;
- Collaborative team player with a passion for the nonprofit/arts sector.

Other requirements

- Occasional evening and weekend work may be required for events or meetings;
 - Ability to travel locally or nationally as required.
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Other information

Equity and Diversity

ANAM promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. ANAM encourages people with a disability, Indigenous Australians, young people and people from culturally diverse backgrounds to apply for this job.

The cohort of employees and contractors at ANAM is selected solely on the basis of merit. Employment at ANAM is based on a recruitment process that includes a panel-based interview. ANAM employees are encouraged to undertake diversity and inclusion awareness training and professional development activities.

ANAM's Acknowledgement of Country

ANAM respectfully acknowledges the traditional custodians of the lands spread across Australia on which we work and live. We uphold and honour their continued relationship to these sites, we pay respect to their Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Applications

Enquiries and further information

- Charlotte Cassidy – People and Culture Manager, c.cassidy@anam.com.au
- Applications submitted automatically via third party sites will not be accepted.
- Further information about ANAM available at anam.com.au

How to apply

- Applications should be in one PDF document, which includes a CV and a one-page cover letter that addresses key selection criteria and your suitability for the role. Please list three referees. Referees will not be contacted without prior notice.
- Applications should be emailed to Charlotte Cassidy c.cassidy@anam.com.au
- Applications close 11.59pm on **Sunday 9 March 2025**