

EXECUTIVE ASSISTANT

About Us

Queensland's premier arts festival, Brisbane Festival heralds the promise of play and celebration as it lights up the city each September in a blaze of colour.

We create extraordinary art and take up residence throughout the river city, atop iconic landmarks and deep into the suburbs. We host captivating live performances and installations from home and across the world. Our Festival reflects the diverse communities that give Brisbane its unique voice. We invite audiences to Be Bold with us, to expect art unexpected with open hearts and minds; to be entertained, inspired, and amazed.

Brisbane Festival acknowledges this country's First Nations people and with their leadership and guidance, we celebrate that deep cultural legacy. We create a rich multi-arts program made by and with our local Aboriginal and Torres Strait Islander communities.

Our artists, people and partners are ambitious and agile dreamers who make the impossible possible through passion, hard work, and care.

Position Summary

Are you an administrative powerhouse with top-tier Executive Assistant experience? Do you thrive in a fast-paced, creative environment and want to be at the heart of one of Australia's most exciting cultural events?

Brisbane Festival is on the hunt for an enthusiastic and highly organised admin professional to become the face of the festival at our reception desk while also providing essential executive support to our leadership team. This is more than just a desk job—it's an opportunity to play a pivotal role in the behind-the-scenes magic that brings the festival to life.

As our Executive Assistant, you'll be a key member of our Business Administration team, assisting in the smooth operation of our bustling office. You'll provide high-level support to the CEO and Artistic Director, assisting across multiple business areas and keeping everything running seamlessly. If you're looking for a long-term career in the creative industries and love juggling multiple tasks with precision and flair, this role is for you!

Join us and be part of something extraordinary.

Reporting

Reports to: Administration Manager

Positions reporting to the role:

Communication

In respect to internal and external relations, the Executive Assistant will:

- Report to the Administration Manager,
- Liaise with the Administration team and appropriate other staff members to carry out the role,
- Liaise with relevant external stakeholders as required,
- Provide the Administration Manager with a weekly report of developments and activities. This may take place in writing or in the form of a meeting.

Roles and Responsibilities

With support from the Administration Manager, the Executive Assistant will:

Executive Assistant

- Proactive day to day diary management, including assisting with arranging appointments and high-level meetings to support the Executive team (Artistic Director and CEO)
- Assist in the preparation and distribution of Board meeting materials, including agendas, minutes, and reports, ensuring timely and accurate communication between the Board and senior management. Maintain Board member records and help coordinate logistics for Board meetings, ensuring compliance with governance policies and procedures. Act as a liaison between the Board and executive leadership to facilitate effective communication and decision-making
- Work closely and collaboratively with the Administration Manager to ensure smooth and efficient business operations
- Coordinate incoming and outgoing correspondence
- Travel coordination, including planning international travel
- Liaison with government departments, with diligence regarding protocols and process
- Draft, edit and format documents, reports and presentations
- Set up and clear meeting rooms as required, including preparation and support of audio visual and IT equipment
- Assist the CEO in coordinating staff meetings and events, including room set up, calendar invitations, guest speakers
- Festival schedule coordination including complimentary ticket and invitation management, and ground transport coordination, for the Artistic Director and CEO, and the Board as required
- Data entry and data maintenance
- Stakeholder liaison including Board, Shareholders and other internal and external stakeholders as required, including dignitary protocols as required
- Support to Business Administration Unit as required
- Any other tasks as reasonably requested by the Artistic Director or CEO.

Reception

- Present a professional and welcoming reception to all visitors to the Brisbane Festival office in person, via telephone and written communication, including arranging parking, providing hospitality, and liaising with relevant staff
- Respond to general public enquiries via telephone, email, and walk-ins, including assisting with ticketing enquiries
- Support the Business Administration Team in administration tasks including:
 - IT support
 - Database maintenance and data entry
 - Correspondence
 - Complimentary ticketing
 - Project management
- Monitor and triage the reception email and take action as required
- Maintain the general office environment including tidying kitchens, watering plants, managing office supplies and stationery
- Provide support in general office systems to staff as required
- IT support
- Database maintenance and data entry

Systems

In respect to systems use, the Executive Assistant will:

- Utilise the organization-wide systems in accordance with policies and procedures provided.

WHS

In respect to Workplace Health and Safety, the Executive Assistant will:

- Take an active role in effectively implementing Brisbane Festival's WHS policy.

Relevant Experience

Essential

1. Exceptional communication skills (written and verbal) and ability to communicate confidently with colleagues and shareholders at all levels of seniority.
2. Demonstrated experience and understanding of corporate governance principles, with a proven ability to assist in Board level activities, including the preparation and distribution of meeting materials (agenda, minutes, reports) managing Board records and ensuring compliance with governance procedures.
3. Demonstrated experience providing executive assistance to senior executives in a professional environment.
4. Demonstrated excellent organisational skills managing complex information on competing deadlines, with meticulous attention to detail.

5. Ability to quickly assimilate and retain new information and adapt quickly to changing circumstances.
6. High level of computer literacy and confidence in the use of IT, including Microsoft Office suite.

Desirable

1. Demonstrated use of a database system, or the capacity to quickly obtain these skills.
2. Experience in an event, arts or festival environment.

How To Apply

Please apply via our [online application form](#) only. Address your application to: Justine Robins – Administration Manager. For enquiries contact: Justine Robins - justine.robins@brisbanefestival.com.au.

Please provide your CV including at least two referees, as well as a statement indicating how you meet the selection criteria listed. A cover letter is optional. Short-listed applicants should be available for interview after the application closing date. All applications are strictly confidential.

APPLICATIONS CLOSE: 5:00pm on Tuesday 18 March 2025

Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other marginalised folks tend to only apply when they check every box. So, if you think you have what it takes, but don't necessarily meet every single point above, please still get in touch. We would love to have a chat and see if you could be a great fit.

Brisbane Festival is an equal opportunity employer committed to diversity in the workplace. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. Aboriginal and Torres Strait Islander People, LGBTQIA+, culturally and linguistically diverse applicants and people with a disability are encouraged to apply.

Privacy

The following is extracted from our Privacy Policy. If you wish to view the entire policy, please request a copy via the email address above.

3.3. Information for job applicants (including volunteers)

3.3.1. Collection of your personal information

If you are applying for a job with us, you may be required to provide us with certain personal information, including your:

Name; Residential address; Postal address; Telephone numbers; Email address; Employment history; Educational background.

in person, over the telephone, by fax or email, as part of, or in relation to, your job application.

In considering your information, we may also collect information about you from the referees you nominate in your application.

3.3.2. Use of your personal information

We will only use your personal information for the purposes of considering your application and, if successful, your employment.

3.3.3. Disclosure of personal information

In considering your application, it may be necessary for us to disclose some of your personal information to third parties to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.