



## POSITION DESCRIPTION THE AUCKLAND FESTIVAL TRUST

**POSITION:** Executive Assistant

**REPORTING TO:** Chief Executive

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### BACKGROUND

The Auckland Arts Festival is Auckland's premier festival of New Zealand and international arts. The globally recognised event celebrates people and culture, and showcases the cultural diversity and vibrant energy of New Zealand's largest city.

Since the inaugural event in 2003, the Auckland Arts Festival has welcomed over a million attendees. Now on an annual basis, Auckland Arts Festival presents a dazzling array of events by some of the country's most innovative artists and performers alongside a sensational assemblage of internationals.

### DESCRIPTION

The primary purpose of this position is to provide executive assistance to the Chief Executive and Artistic Director; and to provide reception and administrative support services to the organization.

### TERM

This is a permanent position.

### HOURS OF WORK

40 hours a week, with extra hours required at times, especially during the Festival.

### REQUIRED SKILLS & EXPERIENCE

1. Excellent communication skills, verbal and written
2. Strong time management and organisational skills
3. A high level of professionalism and discretion
4. Administration and general office experience
5. Reception and/or customer service experience
6. Computer literacy – especially Word, Excel and Outlook – with high level of accuracy
7. Ability to learn new software quickly
8. Event management skills – including organizing functions, liaising with suppliers
9. Experience in arts administration
10. Calm and efficient under pressure
11. [Knowledge of the arts industry would be advantageous](#)

### KEY RELATIONSHIPS

1. Chief Executive
2. Artistic Director
3. Business & Finance Director

### RESPONSIBILITIES:

#### Executive Assistant

1. Provide full secretarial services for the Chief Executive and Artistic Director, including drafting correspondence and papers, and other tasks as required

2. Manage the diary for the Chief Executive as required
3. Assist the Chief Executive with funding and sponsorship applications and reports as required
4. Liaise with stakeholders as required, eg arranging meetings and functions
5. Arrange overseas and domestic travel for executive staff, e.g. flights, accommodation, visas, ground transport, car hire, theatre tickets and meetings
6. Provide the Chief Executive and Business & Finance Director with administrative support for other areas of the organisation and [for](#) the Auckland Festival Trust Board [as required](#)

### **Reception**

7. Act as Festival receptionist – duties to include greeting visitors on arrival, answering queries by phone, email and in person, and directing those with appointments to the appropriate staff member. The reception duties of this position will be assisted by another staff member in the lead up to, and during, the Festival

### **Office Management**

8. Reporting to the Business & Finance Director, co-ordinate and manage the day-to-day operations of the festival office
9. Manage incoming and outgoing mail, including mail-outs and couriers
10. Help to keep the office tidy and liaise with suppliers including cleaners
11. Maintain appropriate levels of stationery and kitchen supplies
12. Manage petty cash
13. Ensure office machines are working, including coffee machine and printers
14. Coordinate the telephone system
15. Manage the meeting room calendar
16. Manage courier requirements including keeping accurate records of courier dispatches, and monitoring courier accounts
17. Manage the first aid kits and act as Floor Warden during evacuations

### **Financial Management**

18. Ensure that all expenditure related to Executive Assistant tasks is kept within set limits through the monitoring of all actual and committed expenditure. All authorization of expenditure is to be by purchase order
19. Provide the Finance Department in a timely manner with copies of all purchase orders and receipts for travel, accommodation and other expenditure, accurately coded to the correct area

### **Administration**

20. Preparation of monthly Board agenda papers
21. General filing and office management systems
22. Supervise the administration assistant and volunteers as necessary
23. Use MS Project software as required

### **Event Organisation**

24. In collaboration with ticketing staff and sponsorship staff, manage ticketing requirements for the Chief Executive, Artistic Director, Chair and VIPs as required
25. Maintain the VIP database and manage invitation lists for functions as required
26. Manage functions as required

### **Other**

27. Other duties as required.

### **Applications**

Applications should be emailed to Shona Roberts, Business & Finance Director, Auckland Festival Trust, [shona.roberts@aaf.co.nz](mailto:shona.roberts@aaf.co.nz) by Friday 10 April 2015.