

RISING :

SENIOR EXECUTIVE ASSISTANT & ADVISOR
POSITION DESCRIPTION, AUGUST 2025

ROLE:	SENIOR EXECUTIVE ASSISTANT & ADVISOR
TEAM:	EXECUTIVE
TERM:	FULL-TIME, FIXED-TERM UNTIL JULY 2026
REPORTING TO:	DIRECTOR EXTERNAL RELATIONS
KEY INTERNAL RELATIONSHIPS:	ARTISTIC DIRECTOR & CEO, EXECUTIVE TEAM

RISING

RISING a festival new art, music and performance in the heart of Naarm (Melbourne, Australia). a major cultural event for the Asia Pacific Region, the festival is created by a diverse team of local, national and international artists and curators. RISING's purpose is to reflect Melbourne's identity and amplify its art and artists.

For more details of current and past programs view our website [here](#).

THE ROLE

The **Senior Executive Assistant & Advisor** provides high-level executive support to the Artistic Director & CEO while also contributing to the organisation's strategic relationship management by supporting the Director External Relations. This role goes beyond traditional administrative duties, acting as a key liaison between the Executive Office and a broad network of government and cultural stakeholders.

The role ensures the smooth running of the Executive Office, supports the planning and execution of engagement strategies, and coordinates board sector engagement administration.

DAY-TO-DAY YOU WILL :

- Provide proactive executive support to the Artistic Director & CEO, including managing priorities, preparing documents and briefings, and ensuring seamless coordination of engagements.
- Manage the Artistic Director & CEO diary, email inboxes, and incoming and outgoing confidential correspondence
- Work closely with the Director External Relation to implementation of stakeholder engagement plans, to track and coordinate strategic relationships.
- Act as a key point of contact for senior external stakeholders, including government, donors, board members, and cultural partners, ensuring timely and professional communication.
- Draft and edit correspondence, speaking notes, proposals and briefing materials on behalf of the CEO and Director External Relations.
- Support the planning and delivery of high-level stakeholder events and meetings, including guest lists, invitations, briefing notes, and follow-up communications, working with the Fundraising & Sponsorship Coordinator where required.
- Manage the Executive and Curatorial travel plans and budget, and update annual travel strategy based on previous years' costs and inflation
- Track executive finances monthly including maintaining receipts, credit card billing and invoices
- Support the Head of Governance to coordinate Board and sub-committee meetings, including scheduling, agenda preparation, minute-taking, action follow-up, and governance compliance.
- Maintain a dynamic and up-to-date stakeholder CRM, tracking key relationships and supporting reporting needs.
- Uphold confidentiality and professionalism at all times, acting as a trusted representative of the Executive Office and Leadership team.

SKILLS YOU'LL NEED:

- Minimum five years of experience in arts administration, production, or as an executive assistant at a senior executive level is required.
- Excellent administrative and organisational skills—experience managing diaries and inboxes with high levels of confidentiality
- Cultural sector—an interest and knowledge of the arts and cultural sector and enthusiasm for RISING's vision
- Problem solving and initiative—proactively identify and anticipate problems, then discuss and implement solutions
- Time Management and planning—demonstrated ability to navigate conflicting demands with minimum guidance

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- Technical Skills—advanced skills in Microsoft Office suite, experience with CRMs (Tessitura preferred) and other platforms such as Monday.com and AirTable, experience with telephone and video conferencing systems
- Communication skills—high level written and verbal communication skills with experience liaising with internal and external stakeholders, superior ability to communicate confidently and effectively with all types of people
- Interpersonal skills—outstanding interpersonal skills to ensure effective, collaborative working relationships with a wide and diverse range of artists, companies, colleagues and stakeholders
- Relationship building and teamwork—supports productive relationships with a demonstrated ability to work as part of a team and independently and with people at all levels
- Attention to detail—maintain high standards of accuracy and integrity in all work produced
- Customer service orientation—ability to understand the needs of partners, supporters, stakeholders and others, and a desire to deliver exceptional levels of service to each one
- Flexibility and openness—able to adapt to fluctuating workload and demands in a dynamic work environment

WORK SCHEDULE & FLEXIBLE WORK ARRANGEMENTS

RISING supports flexible working arrangements for staff and a hybrid office/WFH model is currently in place. The RISING office is situated at Level 2, 377 Lonsdale Street, Melbourne 3000. As part of our flexible working arrangements, there is an expectation that staff will be available for office-based and on-site work as required by their role.

RISING's usual business hours are between 9am and 5pm from Monday to Friday. However, you may be required to work outside these hours in order to meet the demands of the annual festival operational cycle and the responsibilities of your position.

BENEFITS OF WORKING AT RISING

- RISING offers flexible working arrangements and hybrid office/work from home
- A 9-day fortnight in off-peak periods—enjoy a long weekend every second week, giving you more time to rest, recharge, or pursue personal passions while maintaining full-time benefits.
- Leave and wellbeing policies that support you—including five weeks of annual leave (pro rata), dedicated wellbeing leave, and other forms of paid leave. You'll also have the option to transfer Australian public holidays that don't align with your cultural, religious, or personal values to another day.
- Bring your pet to work! We are a pet-friendly workspace and run a roster so there's always a furry friend nearby, including hosting a Dog AGM with all the current & previous RISING pups.
- Complimentary tickets to RISING events
- Opportunities to attend exclusive events and experiences within the arts industry
- Access to a network of creatives and professionals that will allow you to learn and grow in your career
- Free access to Uprise, our Employee Assistance Program, which includes coaching and counselling sessions.

ACCESS

RISING is a festival aspiring to be a cultural leader in inclusion and accessibility. We want our organisation and program to be a true reflection of our city representing people with a variety of skillsets and life experiences, cultures and backgrounds. We encourage applications from First Nations people, those who are from culturally and linguistically diverse backgrounds, people who are LGBTQIA+, people who have a disability and/or who are d/Deaf.

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Friday, between 9AM–5PM. We are only able to respond to accessibility enquiries at this number, for all other queries please email jobs@rising.melbourne.