

RISING :

EXECUTIVE ASSISTANT POSITION DESCRIPTION

DECEMBER 2024

ROLE :	EXECUTIVE ASSISTANT
TEAM :	EXECUTIVE DEPARTMENT
TERM :	FULL-TIME, FIXED-TERM TO 1 NOVEMBER 2026
REPORTING TO :	CHIEF EXECUTIVES / ARTISTIC DIRECTORS

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. RISING will return in 04–15 June 2025. [View the 2024 RISING program.](#)

THE ROLE

The Executive Assistant is responsible for managing executive and administrative support services for the Chief Executives/Artistic Directors, and for providing project and administrative support across the Leadership Team.

The role provides strategic, secretariat and project support to the Chief Executives/Artistic Directors, including preparation and coordination of briefing material, coordinating critical tasks, managing individual and long term projects, and communicating with the RISING Board alongside the Head of Finance & Governance.

The Executive Assitant works closely with the Chief Operating Officer, providing administrative support as required. To ensure the role is supported, and to strengthen working relationships this role reports to Head of Business Services, with support from the Chief Executives. Executive Assistant requires close cooperation with the entire Leadership Team, the wider festival organisation, and external stakeholders.

DAY-TO-DAY, YOU WILL :

- Be the first point of contact for the Chief Executives fielding all incoming communication externally and acting as a gateway within the wider organisation
- Provide comprehensive management of complex diaries for the Chief Executives, with a strong understanding of executive and organisational key priorities
- Coordinate the agenda and attend the Leadership meetings and AD/EP briefings
- Manage Chief Executive email inboxes, and incoming and outgoing confidential correspondence
- In collaboration with Creative, Partnerships and Brand & Commercial teams, coordinate and prepare proposals
- Provide administrative support for meetings, including coordinating agendas, sourcing locations, arranging catering and assisting set up, meeting guests on behalf of Chief Executives and Leadership, circulating key documents and minute taking, as required
- Track executive finances monthly including maintaining receipts, credit card billing, invoices and expense claims
- Arrange all elements of domestic and international travel for the Chief Executives, and assist Curators with travel
- Manage the Executive and Curatorial travel budget and update annual travel strategy based on previous years' costs and inflation
- Provide additional support for the Chief Operating Officer including diary assistance and other administrative tasks, as required
- In collaboration with the other festival administrators, maintain Executive/VIP contacts and invitation lists in Tessitura, as well as managing Executive schedules in AirTable and provide
- Assist CEOs in preparation of CEO Report for the Board
- Leading up to, and during the delivery of the festival each June, coordinate and manage the schedules of the Chief

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Executives, working closely with the Partnerships, Ticketing, PR and other teams, to manage attendance at stakeholder hosting, media calls, festival events and shows

- Coordinate the Chief Executives stakeholder engagement schedule with Partnerships, throughout the festival including opening nights, special events and personal hosting of external stakeholders
- Prepare briefing notes, run sheets and speech notes for festival appearances and hosting through off peak periods

SKILLS YOU'LL NEED :

- Executive Assistance—minimum two years' experience as an Executive Assistant at a senior executive level
- Excellent administrative and organisational skills—experience managing multiple 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
- 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 by arrangement for staff and a hybrid office/WFH model is currently in place. An inherent requirement of the role is to generally be located at the office while the Chief Executives are present. 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.

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+, Neurodivergent people, 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.