

Role Description

Executive Officer

Department: Administration & Finance
Reports to: Chief Executive Officer
Employment type: Full time
Salary: Negotiable, dependent on experience

Working at the Sydney Symphony Orchestra means you are part of an organisation that has presented music in Sydney and around the world for 90 years. We present concerts and tour with some of the greatest names in classical music, and showcase unique on-stage collaborations with performers from across the world of music in our home city.

You will be joining a small, committed, and friendly team where you will be supported with training and mentoring to help you reach your full potential.

We recognise that Covid-19 has changed the world, but our priority is to support live music, our staff and musicians, and our loyal customers who demonstrate their rock-solid support every day.

Primary purpose of the role:

The Executive Officer administers the CEO's Office, supports the CEO and Company Secretary to administer the Board of Directors and its Committees, manages weekly Executive Team meetings and supports the CEO's government affairs activities. The Executive Officer is a mature, experienced administrator with prior experience in a large, fast-paced corporate setting, superior Microsoft Office skills, and the ability to remain calm and work effectively in a busy, creative environment.

Key responsibilities:

- **CEO's Office:** Manage the Chief Executive's time, schedule and electronic communications, ensuring that SSO stakeholders are prioritized effectively; draft CEO emails, briefing documents, speech and presentation materials; track and manage CEO's assigned fundraising activities; and track communications with key stakeholders and government representatives.
- **Board of Directors & Committees:** In collaboration with Company Secretary and the CEO, manage the annual Board and Committees calendar; finalise Board packets and materials for timely distribution; arrange Board and Committee meetings; and support the smooth operation of Board-related matters.
- **Executive Cabinet:** Manage annual Executive Cabinet operations calendar; prepare and distribute weekly meeting materials; track assigned actions and deadlines; and communicate information across the Executive Cabinet and provide related support as needed to ensure the smooth operation of the group.
- **Government Affairs:** In collaboration with the CEO and Company Secretary, track and update database records of relevant government stakeholders; administer government event invitations and RSVPs; administer the government relations portfolio at local, state and Federal levels; draft political briefings and background documents for the CEO and senior executives as directed; manage the government communications calendar and draft e-news content for government distribution.
- Other duties as required.

Qualifications & Experience:

The ideal candidate will handle complex situations and multiple responsibilities simultaneously, achieving consistent progress on long-term projects while meeting the urgency of immediate demands. S/He must also be trustworthy, discreet, demonstrate good judgement and be able to manage highly confidential information while acting as a liaison between the Chief Executive Officer and other constituencies, both internal and external. S/He must exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships, and the capability to interact within and across all levels of the organisation.

In addition, the following qualifications, skills and characteristics are sought:

- A relevant university qualification and a minimum of 5 years' demonstrated ability as a corporate administrator, preferably to a Chief Executive Officer;
- A proactive, anticipatory approach to work and a track record of successfully managing projects and meeting deadlines in a fast-paced environment;
- Excellent English grammar, writing and spelling skills combined with a strong attention to detail;
- Excellent proficiency with Microsoft Office suite, particularly Word, Excel and PowerPoint;
- Excellent verbal communication skills and a polished personal presentation style;
- Demonstrated ability to manage sensitive and confidential information with discretion;
- Previous fundraising experience will be positively regarded, as will any prior experience working with fundraising databases, particularly Tessitura;
- A passion for arts, culture, and classical music; and
- The highest possible ethical standards in all aspects of professional life.

Apply now

Send us: A covering letter of application and your CV before **Wednesday 2 February**, 11.59pm.

Send to: recruitment@sydneyorchestra.com

Eligibility: The Sydney Symphony Orchestra is an equal opportunity employer; the right to work in Australia; subject to a possible Police Check; proof of COVID-19 vaccination or medical exemption must be supplied prior to commencement.