



## **POSITION DESCRIPTION: EXECUTIVE COORDINATOR**

<b>TERM:</b>	<b>Full time, two years</b>
<b>REPORTS TO:</b>	<b>General Manager</b>
<b>DIRECT REPORTS:</b>	<b>None</b>
<b>SALARY:</b>	<b>\$65,000 + statutory superannuation</b>

### **Who we are**

The Wheeler Centre is Melbourne's home for smart and engaging public talks and exists to nurture the development and celebration of literature in Melbourne and beyond, and to encourage broad public engagement in books, writing and ideas.

Our vision is to inspire curiosity, connection, and engagement through the transformative power of storytelling. Stories, conversations, and ideas come together on live and digital platforms to celebrate and amplify the myriad voices that celebrate our creative connections. We will work together to achieve this through:

- Championing writers
- Supporting the writing sector
- Elevating public conversation
- Engaging audiences
- Exemplifying inclusion and accessibility
- Future-proofing our approach

### **About the role**

The Executive Coordinator's primary focus is to support the CEO, along with the General Manager and Head of Finance, in carrying out the Centre's strategic objectives and ensuring a workplace culture that is supportive, welcoming, collaborative and efficient. The role will have a particular focus on supporting the CEO in the Centre's development activities. We are seeking an exemplary administrator, with a fastidious eye for detail who thrives on a broad range of responsibilities and tasks.

The role is based at the Wheeler Centre offices in the Melbourne CBD. Flexible/hybrid work is available, but ideally the incumbent would be able to attend the offices in person at least four days a week. A part time option (four days a week, or a nine-day fortnight) may be negotiated for the right candidate.



### Key selection criteria

1. Experience in delivering a range of administrative support functions, with proven skills in using and managing a variety of business systems.
2. Strong written and verbal communication skills, with an understanding of the protocols and formalities required when liaising with government representatives, board directors, key stakeholders and donors.
3. The ability to independently manage and control the diary and schedule of a senior executive, exercising initiative, discretion and judgment.
4. Situational awareness of the operating environment, including an ability to distinguish between more and less critical activities and operate accordingly, reviewing and adjusting priorities as required.
5. Experience in the preparation of briefs, presentations and written communication using clear, concise and grammatically correct language.
6. Demonstrated ability to establish strong working relationships and collaborate with other staff members to provide integrated, organisation wide support.
7. Working knowledge of the Microsoft 365 Suite, including SharePoint, OneDrive and Teams.

Desirable:

8. Experience in CRMs, ideally Tessitura or similar
9. Experience and/or genuine interest in the Australian arts sector.

### Tasks and responsibilities

- Provide confidential support to the CEO; assessing and prioritising correspondence, emails and phone calls; drafting official correspondence; and organising meetings, including the preparation of presentations and agendas and facilitating follow-up action.
- Liaise with diverse stakeholders including Victorian Government staff and other public and private sector agencies and entities, to arrange meetings and coordinate the Centre's business and priorities.
- Exercise sound judgement and discretion in supporting the CEO's calendar of meetings, engagements, and literary sector duties; undertaking research and providing detailed briefings in preparation for these engagements.
- Arrange flights, ground travel and accommodation.
- Coordinate events, including the compilation of invitation lists, venue hire and catering requirements.
- Provide support for the Head of Finance in preparing reports and audits, as well as undertaking some financial administration.
- Provide support for the General Manager in managing relationships within the Wheeler Centre building and with external parties, including the board of directors, contractors and consultants.
- Tessitura support to the CEO and working with the Web and Ticketing Coordinator on learning, management and strategic CRM planning.
- Grant research as required, and monitoring an annual timeline of all grant opportunities across trusts and foundations and government funders.
- Support the CEO and General Manager in stewardship of donors and sponsors through data analysis and personalised communications.



- Assist with preparation of solicitation and donor mailings, including direct mail solicitation, invitation emails (Wordfly), receipts and acknowledgments.
- Work closely with the Web and Ticketing Coordinator in maintaining accurate donor tracking records and files in TWC's CRM/ticketing database.
- Assist with box office and reception cover duties as required or rostered;
- Monitor the TWC Development Email and action all correspondence with individuals seeking to learn more about giving to the Wheeler Centre.

## Enquiries

Further information about the Wheeler Centre is available at [wheelercentre.com](http://wheelercentre.com).

Confidential enquiries about this role can be made to Michelle Tyson Clark at [michelle.tysonclark@wheelercentre.com](mailto:michelle.tysonclark@wheelercentre.com)

The Wheeler Centre is committed to access and inclusion, and to creating a team that reflects the diversity of the communities we serve. We encourage applicants who identify as First Nations, culturally and linguistically diverse, D/deaf, disabled, and LGBTQIA+. We encourage applicants who have previously faced barriers to working in the arts and cultural sectors and are committed to helping you overcome these barriers. If you require advice or support during the recruitment process, we would love to hear from you.

## Submitting an application

Applications should include:

1. A cover letter outlining why you are the right candidate for this role
2. A current CV
3. A response to each of the Key Selection Criteria

Applications should not exceed six pages in total.

Applications should be addressed to Michelle Tyson Clark at the Wheeler Centre for Books, Writing and Ideas.

- Please combine your application into a single PDF document, with the filename 'Last Name First Name – Executive Coordinator.
- Applications should be submitted by email only to [recruitment@wheelercentre.com](mailto:recruitment@wheelercentre.com).
- Late applications, and applications that do not address the selection criteria will not be accepted.

Applications close at 12pm midday, Thursday 23 March 2023.