



STATE OPERA
SOUTH AUSTRALIA

POSITION DESCRIPTION

Position: **Business Development Executive Assistant**
Reporting to: Head of Marketing & Development

The candidate will effectively work as executive assistant to the Head of Marketing & Development and support the Development Team with responsibilities for coordinating, arranging and supporting all Development operations for the Company.

Specific Duties Include:

- Coordinating all diaries, meetings and event attendance for the Development Team
- Managing comms for Head of Marketing & Development – phone calls, emails, formal correspondence.
- Making arrangements for and with external stakeholders of Development – donors, sponsors, prospects.
- Liaising with and supporting the fundraising work of Board and Foundation Directors with personal and professional arrangements.

Selection Criteria – Essential:

- 2+ years' work experience in a professional office environment
- Highly competent communicator
- Outstanding written and verbal skills
- Outstanding work ethic
- Socially aware and able to read nuance
- Early career, with a natural flair for business development
- Ability to work on multiple timelines/projects simultaneously
- Well-presented and able to work with high-level stakeholders
- Confident to work alone and able to take instruction
- Knowledge of South Australia (events/culture/restaurants/trends etc) a plus
- Comfortable working non-standard working week
- Experience in Word suite, Outlook, Zoom and MS Teams

Selection Criteria – Desirable:

- Understanding of arts organisations preferred
- Appreciation and knowledge of classical music and opera.
- Tertiary qualification in marketing, music, humanities, social sciences, or communications.

Part-Time or Full-Time (with negotiated flexibility): 0.6 – 1.0

Remuneration: \$55,000 FTE per annum plus 10% superannuation

Closing date for applications: Friday 14 January 2022

Interviews: Week commencing Monday 17 January 2022