

POSITION DESCRIPTION: EXECUTIVE ASSISTANT

Salary:	\$70,000 plus superannuation 6 weeks annual leave / 10 days sick leave
Hours of work:	Up to 38 hours per week Full-time, however part-time may be considered for the right candidate
Reports to:	General Manager
Location:	Level 2 Harbour View Plaza, Darwin, 8 McMinn Street, Darwin

THE ROLE

The Executive Assistant (EA) is a key member of the Artback NT team, providing high-level administrative and operational support in the organisation - assisting with program management, governance, HR, and office coordination. This role ensures smooth day-to-day operations and supports Artback NT's mission by enabling effective communication, planning, and compliance.

You'll be working in a dynamic, small team environment where you'll be at the centre of it all. This is more than just admin — it's an opportunity to be deeply embedded in the behind-the-scenes fabric of the NT arts sector.

ABOUT ARTBACK NT

Artback NT is a multi-artform development and touring agency committed to advancing the arts across the Northern Territory, fostering a vibrant arts culture that celebrates diversity, creativity, and cultural expression.

We work with communities, artists, and audiences to ensure that NT narratives are central to the Australian context and reflect the unique cultural landscape of the Territory. We aim to be a key player in the development of the Northern Territory's cultural landscape, offering a platform for artistic exchange and community-driven creative projects.

Our values of collaboration, sustainability, inclusivity, and innovation guide everything we do.

We're a small, engaged team with a big reach — and we're looking for an exceptional Executive Assistant to play a key role in our day-to-day operations and help get our shows on the road.

DUTY STATEMENT

1. Executive Support

- Coordinate meetings, including preparing agendas, taking minutes, and following up on actions.
- Draft, proofread, and format documents, reports, and presentations.
- Arrange activities for both business and program related travel (ground/air/sea transportation, accommodation, itineraries).

2. Governance and Board Support

- Coordinate board meetings (logistics, documentation, catering, administration).
- Maintain board records and support compliance with governance policies and regulatory requirements (e.g., ACNC, NT legislation).
- Support the preparation of annual reports and board reporting processes.

3. Office and Operations Management

- Oversee general dual-office administration, supplies, and systems (including digital file management).
- Act as liaison for IT & facility's needs.
- Manage the online booking calendar, conference room equipment and other needs for the shared conference room spaces and kitchen area.
- Assist with office communications and staff coordination (e.g., organising team meetings, events, activities).

4. Human Resources Administration

- Coordinate onboarding/offboarding for new staff and program casuals and contractors (e.g., contracts, inductions, IT, compliance).
- Maintain HR records, including contracts, compliance checks and training.
- Support staff recruitment processes (advertising, scheduling, communications).
- Support payroll and timesheet processing of casual employees in collaboration with program managers and General Manager

5. Program Support

- Provide logistical and administrative support to the program managers
- Liaise with artists and contractors on administrative needs as required
- Coordinate debrief meetings (logistics, documentation, catering, minute-taking).
- Tracking deadlines and helping ensure deliverables are met.

6. Fundraising, Marketing and Corporate Relations Support

- Maintain accurate contact databases and assist with stakeholder communications (eg mail-outs, or CRM data entry)
- Support development of newsletters, donor updates, and marketing campaigns (eg social media scheduling, preparation of coordination of briefing documents etc)
- Help prepare grant applications, including proofreading or collating supporting documents.

7. Finance Administration (basic)

- Process invoices, staff reimbursements, and credit card reconciliations.
- Support General Manager with document collation to support timely monthly reporting.
- Assist with basic reporting or funding acquittals where relevant.

APPLICATION – Closing date 5:00 pm Sunday 14th September 2025

To apply:

Applications must specifically address all the selection criteria below and should outline relevant work history and experience.

Please provide a CV and 2 professional referees.

All applications are to be sent via email to Kelly Blumberg, General Manager at gm@artbacknt.com.au

If you have any queries please contact Kelly on (08) 8941 1444

Selection Criteria - Essential

- Proven experience in a senior administrative or Executive Assistant role
- Excellent organisational skills with strong attention to detail
- High level of written and verbal communication skills
- Strong discretion and ability to handle confidential information
- Ability to work independently and manage multiple priorities in a fast-paced environment
- Proficiency in office software (e.g., Microsoft Office) and comfort with digital tools
- Cultural awareness and sensitivity to working with diverse communities

Highly Desirable

- Experience working in the arts, not-for-profit, or community sector
- Familiarity with governance, HR, or project management frameworks
- Basic experience with MYOB or other accounting software
- Knowledge of the Northern Territory arts landscape
- Driver's licence

This position is offered on a full-time basis however, we recognise the value of flexibility and are open to considering part-time arrangements for the right candidate. We encourage applicants to indicate their preferred working arrangement in their application.