

POSITION DESCRIPTION

Title: Executive Assistant

Classification: HEW6

Status: Full time; permanent

FTE: 1.0

Reports to: Director and CEO

Direct reports: None

Issue date: May 2026

JOB PURPOSE

To provide Executive administrative support to the CEO, ensuring effective coordination of priorities, communication, and workflow to contribute to the smooth and efficient operation of the National Art School.

KEY RESPONSIBILITIES

- Manage the CEO's diary, appointments, and scheduling, ensuring the effective prioritisation of commitments,
- Monitor, triage and draft responses to prioritise incoming correspondence on behalf of the CEO, exercising discretion and sound judgement in relation to confidential and sensitive information.
- Coordinate internal and external meetings, including preparation of agendas, briefing materials and follow up actions.
- Liaise with stakeholders, guests and visitors building and maintaining strong relationships.
- Prepare, proofread, and format documentation, presentations or reports as required by the CEO.
- Schedule Board and Executive meetings including room preparation, attending, and taking minutes.
- Exercise initiative and judgment with the preparation, collation and dissemination of relevant Board and executive documents including consulting and coordinating to formulate agendas, manage follow-up actions, priority tasks, and timelines.
- Maintain accurate records, filing systems and contact databases for the CEO and Executive in line with NAS policies and privacy requirements.
- Use AI-enabled tools to support efficiency, including drafting correspondence, summarising documents, formatting documents, preparing meeting notes, scheduling, and managing information workflows in line with NAS policies and ethical guidelines.
- Coordinate CEO-led events, staff functions, and engagements, working with internal teams as required. Show initiative in providing support to the CEO to ensure smooth workflow and effective time management.
- Coordinate travel arrangements, itineraries, and logistics for the CEO.
- Contribute to a positive, professional, and ethical Executive Office environment, modelling NAS values, and high standards of conduct.
- Undertake project coordination and administrative tasks to support the Executive Office.
- Other ad hoc duties as required.

QUALIFICATIONS AND EXPERIENCE

- Relevant business administration qualifications and/or demonstrated experience in a senior administrative or EA role supporting a CEO or senior leader.
- Excellent communication and interpersonal skills with the ability to liaise confidently,

professionally and positively with Board, Executive and senior management, government, donors, and other stakeholders

- Strong organisational and time management skills with the ability to manage competing priorities and deadlines.
- Excellent writing skills and attention to detail, with a proven ability to write and proofread correspondence, communications, and reports.
- Proactive, ability to use initiative and sound judgement.
- Experience of handling confidential or sensitive information with discretion.
- Advanced digital capability, including proficiency in Microsoft Office, ability to use AI tools to enhance productivity, understanding of document management systems and online meeting platforms.
- Knowledge and understanding of EEO, Ethical Practice and WH&S.

KEY RELATIONSHIPS

Internal	
Director and CEO	Provides high-level executive, strategic and operational support; manages workflow, priorities, communication, and decision-making requirements.
NAS Board of Directors	Provides a range of high level executive administrative and secretariat support to enabling the efficient functioning of the Board.
Direct Report(s)	None
Executive Leadership Team	Supports cross-organisational coordination, facilitates information flow, tracks executive actions, and contributes to organisational planning and reporting.
Managers and Staff	Liaises on behalf of the CEO, coordinates executive-led initiatives, gathers information for briefings, governance compliance and supports organisational priorities.
External	
External Stakeholders	Represents the Executive Office professionally, supports relationship management, coordinates engagements, and ensures high-quality communication.
Service Providers	Build and maintain effective working relationships, oversee deliverables, manage value and costs, and stay informed of emerging developments.

ACKNOWLEDGMENT

I have read and understood this position description, and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____

Date: _____