

## POSITION VACANT

### Executive Assistant



#### About the National Art School

The National Art School is a vibrant creative precinct at the forefront of learning, creativity and innovative practice; nationally and internationally. The School utilises its independent identity and distinctive studio-based teaching model to deliver exceptional higher education and research, scholarship and professional practice in the visual arts and related fields. The School is the longest established publicly funded art school in Australia with John Olsen, Margaret Olley, Tim Storrier, Fiona Hall and Cressida Campbell among many successful alumni. The Australian Government's QILT (Quality Indicators for Learning and Teaching) National Report on the 2016 Student Experience showed the National Art School is rated number one in the overall quality of educational experience when compared to all universities and tertiary providers in Australia. In March 2019 the NSW Arts Minister announced a 45 year lease and ongoing funding as a State Significant Organisation (SSO).

#### The position

To provide Executive administrative support to the CEO to help to contribute to the smooth and efficient operations of the National Art School.

#### What you bring to the role

Are you looking for the next move in your career? You should be accustomed to working in a fast paced environment. You will be a great communicator (written and verbal) and be able to build and maintain relationships with high level stakeholders. You will be able to handle highly confidential material and collate board papers, produce presentations and take minutes. You will have experience in diary management and your attention to detail will be extremely high level ensuring that the CEO's day runs seamlessly. You will be proactive, with the ability to use your own initiative and make sound judgement calls.

#### Application

Please provide your CV, response to the selection criteria and a cover letter.

Selection criteria (up to 500 words each):

1. Please provide an example of how you have handled confidential or sensitive issues with discretion.
2. Please describe your level of competency in using Microsoft word, Excel spreadsheets and preparations of presentations.
3. Please describe your approach to diary management and how to handle conflicting meeting times with different stakeholders.
4. Please provide an example of having to use your high level organisation skills and time management skills to deal with a complex issue on behalf of an Executive or Manager.

The position description is available at: <https://nas.edu.au/working-at-nas/>

Please email all applications to: [hr@nas.edu.au](mailto:hr@nas.edu.au)

For further information about the position, please contact Juanita Hyde  
via email: [hr@nas.edu.au](mailto:hr@nas.edu.au)



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As this role is vacant we would like someone to start as soon as possible so we will be  
conducting interviews immediately