



POSITION DESCRIPTION: Executive & Office Coordinator

TERM:	Full-time, ongoing
REPORTS TO:	Chief Operating Officer
DIRECT REPORTS:	N/A
SALARY:	\$65,000-\$70,000 + statutory superannuation
PRIMARY LOCATION:	The Wheeler Centre for Books, Writing and Ideas 176 Little Lonsdale Street, Melbourne, Victoria 3000
CONDITIONS:	Employment is subject to a six-month probation period. Flexible work arrangements can be discussed. Regular out-of-work hours will be required. Employees at The Wheeler Centre have access to an Employee Assistance Program as well as regular professional development opportunities.

ABOUT US

Our Purpose

The Wheeler Centre exists to honour and amplify the culture of ideas, stories and debate that has existed in Victoria for millennia.

We serve writers, storytellers, thinkers, readers, listeners – the diverse ecology of people, communities and cultures that keep ideas alive and evolving.

We do this through:

- Facilitating conversations, constructive debate and community-building connections throughout the year – across a variety of formats, platforms and audiences – to promote and complement our state's literary ecology.
- Partnering with and resourcing local and regional literary organisations, festivals and collectives, with collaboration, support, inclusivity and access to our physical and digital hub.
- Enabling the growth of the literary community by supporting writers at all stages of their careers and advocating for the sustainability and diversity of the sector.
- Honouring the cultural heritage and influence of words here and the unique literary identity that arises from and connects our landscape.
- Improving the accessibility and longevity of our work by creating and publishing digital content and maintaining a digital event archive.

Our Vision

To be a globally renowned home for storytelling and ideas that is sought after and celebrated by writers, readers, speakers, listeners and decision-makers.

wheelercentre.com

Trading as Centre for Books, Writing and Ideas
ABN 97 134 682 189

CREATIVE VICTORIA

**Melbourne
City of
Literature**
United Nations
Educational, Scientific and
Cultural Organization

CITY OF MELBOURNE



Our Mission

To connect, support and promote Victoria's unique culture of writing, stories and ideas. We seek to open up writing, reading, storytelling and inclusive public discussion to everyone, everywhere and in doing this, we also elevate Melbourne's status as Australia's original UNESCO City of Literature.

ABOUT THE ROLE

The Executive & Office Coordinator provides administrative support to the CEO, Board, and executive team, as well as resident organisations in The Wheeler Centre.

The Executive & Office Coordinator manages the CEO's calendar, assists with Board and Committee administration; provides administrative support to the Head of Development, supports the Chief Operating Officer with office and meeting administration, and supports the Head of Production with building management. From time-to-time, the Executive & Office Coordinator assists with greeting visitors or supporting resident organisations at the reception desk.

Effective communication and outstanding organisation skills will be required, along with a friendly, helpful attitude.

PRIMARY RESPONSIBILITIES

- Provide confidential support to the CEO including assessing and prioritising communications with internal and external stakeholders, arranging meetings and travel, and drafting correspondence;
- Assist the Company Secretary to schedule Board and Committee meetings, minute Committee meetings, and organise Board member travel and meeting requirements;
- Support the Head of Development with database management (including, processing and receipting of donations and grants) and guest list management for stakeholder events;
- Coordinate regular Leadership and staff meetings, as well as organise regular meetings with resident organisations in The Wheeler Centre building;
- Conduct building and security inductions for all new staff for resident organisations including the management of security passes building-wide;
- Support resident organisations with other requirements including maintaining office spaces, booking rooms, user guidance, organising cleaning, maintaining asset registers, and tracking building faults and tech problems building-wide;
- Assist with file management, by maintaining online and physical file storage systems;
- Manage office and administration needs: purchase stationary and other office supplies requested by staff at The Wheeler Centre;
- From time-to-time, provide customer service support at Reception.

KEY SELECTION CRITERIA

- Exceptional problem-solving skills, attention to detail, and time management abilities to effectively prioritise workload, manage multiple projects simultaneously, meet deadlines and seek clarification or assistance when needed;
- Excellent communication and interpersonal skills, including discretion with confidential information and the ability to manage multiple stakeholders effectively;
- Strong administrative and computer literacy skills, with a systematic and efficient approach to task completion;



- A proactive and results-driven mindset, with the ability to work both independently and collaboratively within a team;
- Desirable: previous experience with Tessitura or similar customer management systems.

HOW TO APPLY

Enquiries

Further information about The Wheeler Centre is available at wheelercentre.com

Confidential enquiries about this role can be made by contacting Joe Toohey, Chief Operating Officer, at joe.toohey@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:

- A brief email outlining why you are the right candidate for this role
- A brief written response to each of the key selection criteria (1-2 pages)
- A current resume (1-2 pages)

Applications should not exceed four pages in length.

Application Format

- Please combine your application into a single PDF document, with the filename 'Last Name First Name – POSITION TITLE'.
- Applications should be submitted by email only to recruitment@wheelercentre.com
- Late applications will not be accepted.

Timeline for Recruitment

Applications close **9am Monday, February 2**. Interviews will be scheduled from the week commencing February 2.

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