



South Australian **Film Corporation**

Executive Assistant to the CEO

South Australia has a rich history in screen production and the South Australian Film Corporation (SAFC) is the state's leading screen authority and investment body. Established under the South Australian Film Corporation Act, we focus on creating the conditions for the growth and prosperity of all of the components of the South Australian screen industry.

The SAFC seeks to appoint a highly proficient and motivated professional administrator to provide vital support to the Chief Executive Officer and the Board. The Executive Assistant will be responsible for:

- assisting the CEO and the Board Chair to communicate with the offices of the Premier, Ministers and other key stakeholders;
- maintaining effective corporate governance processes including databases, procurement of services and other operational functions as required;
- managing and coordinating the CEO's diary including arranging meetings, travel requirements and email triage;
- providing administrative assistance to the Board by collating papers, preparing agendas, recording Board minutes and coordinating travel requirements.

Applications are invited from versatile, enthusiastic and highly organised professionals with demonstrated experience in a comparable executive support role. A positive, calm and thoughtful approach, meticulous attention to detail, high level verbal and written communication and interpersonal skills, warmth and diplomacy are all essential qualities. Demonstrated experience providing support to a Board and working within Government or a similarly regulated environment will be well regarded.

This is a rare opportunity to provide vital support to the South Australian Film Corporation CEO and Board at a time of strong growth for the South Australian screen sector.

The South Australian Film Corporation promotes diversity and flexible ways of working including part-time. First Nations peoples, Deaf and disabled applicants are strongly encouraged to apply. Applicants are encouraged to discuss the flexible working arrangements for this role.

FURTHER INFORMATION & ENQUIRIES

For further information about this role, including the position description and how to apply, please go to iWorkforSA <http://iworkfor.sa.gov.au> and search for job ID 398401

For further information about the SAFC please visit www.safilm.com.au

For a confidential discussion about this role, please call (08) 8100 8827 or email julieann.clohesy@hender.com.au

Applications close 6.00pm ACST on 23 September, 2020.

WEB LINK