



About the RNZB

RNZB exists to enrich New Zealand communities and express who we are through ballet.

Since 1953 the Royal New Zealand Ballet (RNZB) has excited audiences and inspired communities across the length and breadth of New Zealand as well as internationally.

The company's repertoire includes 19th and 20th century classics as well as many commissioned works, including those by New Zealand choreographers and telling New Zealand stories. RNZB Education presents a lively and inclusive programme of community and education activities throughout New Zealand, including working in prisons.

The RNZB is funded through the Ministry for Culture and Heritage, Manatū Taonga, and through ticket sales, sponsorship, grants and personal donations. For more information please follow this link: [RNZB Strategic Plan 2025-2029.pdf*](#)

Job Description

Job Title:	Executive Assistant/People and Culture Administrator
Department:	Executive / People and Culture
Reports to:	Executive Director / Director of People & Culture
Reports:	n/a
Key Internal Collaborators:	RNZB Board, Executive, Senior Leadership Team and Artistic Planning Manager
External stakeholders:	Various
Contract Type and Hours:	Permanent – Full time
Location:	This role is based in the RNZB offices in Wellington.
Travel:	Travel will usually not be required, with the exception of an occasional out of city Board meeting when required.

Purpose:

To provide high level administrative support to the Executive Director, Artistic Director, RNZB Board and People and Culture

Scope of role:

Works closely with the Executive Director and Artistic Director to provide high level administrative support including diary management, travel logistics and correspondence drafting. Acting as Board

Secretary which includes managing administrative requirements of the Board. Supports the Director of People and Culture with human resources administration.

Executive Assistant Key Accountabilities:

- Provide high quality, timely, executive support to the RNZB.
- Conserve Executive Director's and Artistic Director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analysing information; initiating communications as required
- Prepare and collate Board and any sub-committee papers by collecting and analysing information.
- Prepare and collate information required for Ministry of Culture and Heritage quarterly reporting, Annual Reports and Strategic Plans.
- Assist the Executive Director and Artistic Director by drafting any internal communications as required
- Maintain Executive Director's and Artistic Director's appointment schedule by planning and scheduling in-person or virtual meetings, conferences, phone calls, accommodation and travel including requests to payroll for per diems.
- Manage the Executive Director's and Artistic Director's credit card reconciliations and expense claims.
- Provide assistance to the Senior Leadership Team and the wider organisation as required.
- Provide administrative support on project management as delegated by the Executive Director or Artistic Director.
- Provide cover for the Office Administrator in their absence
- Oversee post tour debriefs and any other internal reporting as required

Board Secretary Accountabilities:

- Provide administrative support to the Board, including:
 - Board meeting administration, including preparing board papers.
 - Minute taking
 - Trustee travel and accommodation bookings
 - Venue/s and catering bookings
- Work with the Board and ARC Chairs, and Executive Director to set future meeting dates.
- Manage and monitor Board expenses against budget
- Draft letters/emails for the Chair of the Board as required
- Ensure papers relating to the items in the Board Workplan are included in the relevant board papers.
- Assist with Trustee recruitment administration

People and Culture Administrator Key Accountabilities:

Recruitment:

- Assist in the recruitment process, including placement of ads, administration of applications and interviews

Co-ordinate offers of Employment:

- Draft Letters of Offer and employment agreements for review by Director of People & Culture.
- Send employment offers and employment forms.

- Co-ordinate the return of signed documentation and ensure it is filed on personal file electronically.
- Ensure payroll receives documents required to set up pay through Approval Max and Tessitura.

Personnel Files:

- Maintain personnel files electronically and ensure a high level of confidentiality is maintained.
- Ensure the Next of Kin spreadsheet is up to date.

Position Descriptions:

- Ensure Position Descriptions are up to date and in the appropriate template.

Induction:

- Ensure any induction manuals and presentations are up to date.
- Co-ordinate the induction schedules of new staff, in consultation with the Hiring Manager

Other Projects:

- Support the annual employee engagement and wellbeing survey by providing data analysis and preparation of workshop presentations
- Support the annual remuneration review process through the preparation of salary increase letters.
- Support the annual preparation of employment offers for Artists.
- Prepare the supporting documentation required for the RNZB's 2-yearly Entertainment Industry Accreditation Application.
- Support the collective employment agreement negotiation process as required
- Support wellness initiatives e.g. Mental Health Awareness Week etc
- Assist the Director of People and Culture with the co-ordination of staff functions when required.
- Administer HR projects and anything other duties as reasonably required of the role.

Essential Experience and Skills:

- 2+ years' experience in an Executive/Personal Assistant or transferable skills
- A high level of:
 - Organisational, time management and prioritising skills.
 - Written and oral communication skills.
- Highly developed interpersonal skills.
- Ability to build and maintain strong relationships across a diverse group of contacts
- Well-developed computer skills particularly in the Microsoft Office suite and particularly Word, Excel and PowerPoint together with an understanding of databases.
- Project management experience.
- Experience with supporting a Board and taking minutes is essential.
- Human Resources administration experience would be desirable.
- An ability to:

- Quickly adapt, to operate effectively in a changing work environment and roles.
- Work independently and as part of a high performing team.
- Work co-operatively with senior staff in the Ministers' Offices and other national agencies.
- Exercise a high level of discretion, confidentiality and professional conduct.
- Attention to detail.
- Commitment to quality and strong customer focus.
- Flexibility.
- Confidence.
- A basic knowledge of the arts sector would be desirable.
- Resource and cost awareness.
- A curiosity and interest in the RNZB's outputs is desirable.
- A willingness to learn is essential.