

NATIONAL PORTRAIT GALLERY

POSITION DESCRIPTION

Position Details	
Title	Executive Assistant
Classification	APS 5 PN7415
Salary	\$86,305 - \$92,991
Section	Executive
Security Clearance	Baseline
Contact Officer	Yasmin Martin, Executive Officer yasmin.martin@npg.gov.au or (02) 6102 7072

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands.

About us

The National Portrait Gallery (NPG) aspires to reflect the face of Australia. It is the place where the national story unfolds with clarity, without complacency or self-satisfaction. We use portraiture to tell Australian stories and to increase understanding and appreciation of Australian people – their identity, history, culture, creativity and diversity. We are open 364 days a year, offering visitors the opportunity to view the collection and special exhibitions, and participate in a variety of cutting-edge public and educational programs. The Gallery also offers venue hire for private and corporate events and houses a popular cafe and bookstore.

We recognise the great contribution from our staff in realising our mission and values; and encourage applications from Aboriginal and/or Torres Strait Islander people, the LGBTQIA+ communities, people with disability and people from culturally and linguistically diverse backgrounds.

We're committed to ensuring a child's safe and child friendly environment, and to sustaining a safe workplace and inclusive culture. Our staff actively contribute to the wellbeing and safety of our visitors and each other.

The position

Reporting to the Executive Officer, the Executive Assistant provides high-level administrative and coordination support to the Director of the National Portrait Gallery. This role contributes to the broader functioning of the Executive by supporting communications, processes and engagement across the senior leadership team.

The Executive Assistant role is dynamic, people-facing and central to the daily rhythm of the Director's Office. It requires a calm, confident presence and a strong sense of discretion, reliability, and responsiveness.

The Executive Assistant is often the first point of contact for the Director's Office and must exercise sound judgement, initiative, tact and discretion. The role demands a high degree of professionalism and the ability to manage competing priorities calmly and effectively.

This position requires a significant on-site presence aligned to the Director's schedule. Occasional after-hours work will be required.

Specific Tasks

- Coordinate the daily operations of the Director's Office, including provision of high-level administrative support with diary management, meeting coordination, inbox management, hospitality, event support, financial acquittals, and document preparation.
- Provide secretariat services, including scheduling of meetings, drafting agenda, coordination of papers and updates to action registers, attendance at meetings and minuting meetings and outcomes.
- Work closely with the Executive Officer to ensure seamless workflows, communication channels and administrative processes. This includes the delivery of consistent high-quality support across the Executive, with a focus on collaboration and shared outcomes, while actively supporting team cohesion and clear communication.
- Prepare and collate materials for the Director's engagements, including briefs, presentations and speaking notes.
- Undertake filing and records management functions, ensuring records are accurate, complete and are managed in accordance with Agency policy.
- Contribute to the planning, coordination and delivery of Executive meetings and All Staff Briefings, including the preparation of agendas and follow-up of actions.
- Liaise on behalf of the Director with internal and external stakeholders, including government officials, artists, donors, Board members and senior Public Servants.
- Coordinate domestic and international travel arrangements for the Director.

Selection Criteria

- Demonstrated experience in providing highly developed broad-ranging administrative and coordination support to a senior executive, including diary and travel management, briefing coordination and meeting preparation.
- Proven ability to balance and prioritise competing demands, anticipate needs and ensure smooth daily operations in a dynamic work environment.
- Strong interpersonal skills, with the ability to build and maintain positive working relationships across a broad range of internal and external stakeholders.
- Sound judgement and the ability to work with limited guidance, particularly when dealing with confidential and sensitive information, including the ability to triage and escalate issues appropriately.
- Confident and adaptable communication skills, both written and verbal, with the ability to prepare clear, well-structured documentation tailored to audience needs and engage effectively with stakeholders with professionalism and tact.
- Demonstrated initiative, flexibility and a collaborative approach to supporting a small, high performing team.
- Demonstrated experience in providing secretariat support for senior-level meetings, including scheduling, agenda preparation, minute-taking and action tracking.

Industry Specific:

- Familiarity with Office 365, MS Teams and Tessitura or similar CRM software will be well-regarded.
- Demonstrated experience in a cultural institution will be highly regarded.

Applicant information

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the application coversheet to hrservices@npg.gov.au by the deadline listed below.

For more information, please get in touch with Yasmin Martin on (02) 6102 7072 or yasmin.martin@npg.gov.au.

Applications close midnight 10 August 2025

SAFETY AND WORK ENVIRONMENT

ADMINISTRATIVE TASKS	FREQUENCY
Computer based work, sitting or standing at a desk	Frequently
Extensive typing or data entry	Frequently
Graphical, video production or analytical work	Occasionally
Access to designated workstation	Frequently

WORKING HOURS	FREQUENCY
Flexible working hours	Occasionally
Fixed start/finish times	Frequently
Intensive work over an extended period to achieve a deadline	Frequently
After hours events or programs	Occasionally
Peaks and troughs of high and low workload	Occasionally
Overtime	Occasionally
Rostered shift work	Never
Rostered 24/7 on call	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Work directly with visitors and the public	Frequently
Produce work that is subject to critique or external review	Frequently

PHYSICAL DEMANDS	FREQUENCY
Walking long distances	Rarely
Standing for long periods	Occasionally
Working outdoors	Rarely

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Rarely
Handling collection items	Never
Climbing	Rarely
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Rarely
Repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Locally	Occasionally
Interstate	Rarely

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Excessive noise	Rarely
Low lighting	Rarely
Handling of dangerous goods/equipment	Never
Mandatory Personal Protective Equipment required	Occasionally

MANDATORY PERSONAL PROTECTIVE EQUIPMENT	REQUIRED
Safety Footwear (operation of heavy machinery/lifting)	X
Gloves (Lifting/exposure to extreme temperatures/ handling of dangerous goods/equipment)	X
Hearing Protection (excessive noise)	X
Hi Visibility Clothing (operation of heavy machinery)	X
Protective Eyewear (handling of dangerous goods/equipment)	X
Warm Clothing (exposure to extreme temperatures)	X

SAFETY TRAINING, PERMITS AND CERTIFICATES	REQUIRED
NPG Induction	✓
Driver's Licence	X
WHS Awareness for Workers	✓
WHS Awareness for Supervisors	X
Manual Handling	X
Provide First Aid	X
Fire Warden	X
Chief Warden	X
Business Continuity	✓
Hostile Intruder and Lockdown	✓
White Card	X
High Risk Work Licence	X
Work Safely at Heights	X
Elevated Work Platform	X
Verification of Competency for plant and equipment	X

Applicants must possess or have the ability to obtain the required safety training, permits and certificates. Any safety training required is provided by the NPG.

DESIGNATED EMERGENCY ROLES	REQUIRED
First Aid Officer	X
Area Warden	X
Floor Warden	X
Deputy/Chief Fire Warden	X
Business Continuity Team Member	✓
Business Continuity Team Leader/Deputy	X
Authorised Officer	X