

POSITION DESCRIPTION

ARTS ADMINISTRATOR

Position Title:	Arts Administrator
Unit:	Commercial
Reporting to:	Associate Producer, Programs and Events
Direct Reports:	N/A
Hours:	3.5 days per week, Fixed-term to 31 December 2021
Salary Range:	\$45k - \$50k + Superannuation (Pro Rata FTE)
Location:	Ausdance Victoria, 59 Francis St Yarraville, Victoria Offsite locations and / or flexible working may be required
Applications Close:	Friday 12 March 2021
Commencement:	ASAP

Job Purpose

This unique role, works closely with each department of the organisation. The role is multi-faceted and is crucial in supporting senior staff with administration across our programs and events, RTO, marketing and management.

Ideal Candidate

With a strong focus on processing administration, contributing to creative suite designs and assisting in the development of industry specific events, this role is best suited to a person who has excellent skills within Microsoft Word and Excel, a typing speed of 60+ words per minute and someone who is design savvy with a keen eye for detail. Ideally the successful person will have a passion for the arts and be motivated to contribute to the non-for-profit sector with eyes for advancement. You would have an advantage if you have direct experience working within an RTO, though this is not a mandatory requirement.

Application and Recruitment Process

Step 1. Download this Position Description

Step 2. Update your current CV to include your most recent experience (PDF)

Step 3. Prepare a cover letter ensuring to cover the key selection criteria (2 pages max - PDF)

Step 4. Apply via the recruitment portal <http://bit.ly/ArtsAdministrator>

Step 5. If successful, you will be invited to an interview, either in person or via Zoom

Step 6. You may be asked to attend a second interview

* All correspondence will be via email

Ausdance VIC proudly is an LGBTQ+ friendly workplace and strongly promotes diversity and equality in the arts so we encourage applicants of all diversities, ages (of legal working age), abilities and genders to apply. If you need assistance with your application, don't hesitate to reach out to us via victoria@ausdance.org.au

KEY ACCOUNTABILITIES

Key Responsibilities	Accountabilities	% of role
Organisational Administration	<ul style="list-style-type: none"> Assist with the preparation of all programs and events Assist with preparing and reviewing all relevant documents associated with our programs and events Manage the filing and documentation of all programs and events 	60%

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	<ul style="list-style-type: none"> • Keep track of all incoming and outgoing correspondence • Communicate up to date information to members and to the sector • Respond to general enquiries in a timely and accurate manner • Contribute to organisation wide acquittals, planning, strategies and reporting • Plan and document all meetings, including agenda preparation and action follow ups • Communicate clearly and confidently to all contracted staff and volunteers working with the organisation • Be autonomous and meticulous with your work • Assist with managing our digital media, social media and general email platforms, including updates, direct correspondence, mediation where required and general oversight • Assist with managing all member communications, data entry / upkeep and filing • Be first point of contact for all general enquiries 	
RTO Administration	<ul style="list-style-type: none"> • Assist with processing all RTO administration • Assist with RTO reporting • Assist with RTO contract / financial management • Assist with the day to day requirements associated with our courses 	20%
Other Duties	<ul style="list-style-type: none"> • General reception duties • General office administration duties • Executive assistance to the Executive Director and General Manager as required • General administration assistance to all staff as required 	20%
Standard Ausdance VIC Advocacy	<ul style="list-style-type: none"> • Approach all situations professionally as a representative of Ausdance Victoria with the ambition to educate, inform and learn about the dance industry in our state and country • Act in a manner that promotes equality across the sector and encourages an inclusive environment for all 	Continual
Standard Ausdance VIC Health and Safety	<ul style="list-style-type: none"> • Take reasonable care of your own health and safety and that of others at all times • Ensure that your acts do not impact others negatively • Comply fully with Ausdance Victoria's policies and procedures • Assist Ausdance Victoria in a complying with WHS laws to maintain a safe working environment 	Continual

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KEY SELECTION CRITERIA

Education and Qualifications	Required	Preferred
Qualifications in a related field		X
Knowledge and Experience	Required	Preferred
+ 2 years' experience in administration	X	
+ 2 years' experience in an arts organisation		X
Experience in writing reports and acquittals	X	
Experience in event coordination / management	X	
Experience with the dance, arts or entertainment industry		X
Experience working within a non-for-profit		X
Experience in working cross-departmentally		X
Technical and Specialist Competencies	Required	Preferred
Knowledge of Excel, Word and Microsoft Office	X	
Knowledge of Wordpress Websites and Editing Suites	X	
Knowledge of Adobe Photoshop	X	
Knowledge of the VET program and or VCE / VET		X
Knowledge of current Social Media / Marketing trends		X
Knowledge of the Australian dance industry		X
Behavioral Competencies	Level	
Verbal and written communication	Advanced	
Interpersonal relationship with management and stakeholders	High	
Time management	Advanced	
Problem solving and judgment	Good	

WORKING RELATIONSHIPS

Internal Stakeholders
Ausdance Victoria staff, contractors, volunteers and contributors
External Stakeholders
Victorian dance sector, members, partners, government bodies / agencies and general public

Important note: This job description serves as a guide to the scope and range of activities that may be required. Responsibilities may change at any time according to the needs of Ausdance Victoria.

Remuneration Level	Level 2
Date Approved	2/3/2021
Department	Commercial
Approved By	Robbie Carmellotti – General Manager