



## **JOB DESCRIPTION**

### **ADMINISTRATION OFFICER**

#### **Background**

The organisation has been operating within the region for over 20 years. Core triennial funding is provided by Create NSW. The Regional Arts Board areas cover seven local government areas including: Wollondilly, Wingecarribee Shire, Goulburn Mulwaree, Upper Lachlan, Yass Valley, Hilltops Councils and Queanbeyan Palerang Regional Council.

#### **Vision**

Southern Tablelands Arts is the peak arts and cultural agency for the region through its investment in and development of meaningful cultural development programs and services.

#### **Values that guided the Vision:**

- A commitment to fundamental human rights and social justice
- Recognition that communities are dynamic and unique
- Appreciation and celebration of diversity
- Participation and partnership
- Access and equity
- The past and present is acknowledged in moving to the future
- Creativity, originality and relevance

#### **GOALS**

1. Capacity building through the delivery of arts and cultural expertise, services and relevant programs to the communities of the Southern Tablelands Arts region.
2. Sound strategic and collaborative partnership arrangement with contributing councils
3. Stimulation of local economies through arts and cultural development across the Southern Tablelands Arts.
4. Collection and analysis of research and data of emerging trends in the arts and cultural sector of the Southern Tablelands Arts region.
5. Accountable, transparent and responsible management of the organisation to ensure strategic, financial and operational success of Southern Tablelands Arts.

#### **Duties/ Responsibilities of Administration Officer (AO):**

The AO is a person who keen to be part of a small, dynamic, not-for-profit arts organisation based in Goulburn. The AO has an important role both internally and externally to facilitate the organisation's work.

The AO will be an energetic and enthusiastic all-rounder with administration and office skills. The position will support the Executive Director and office with day to day administration and general support. The AO will be the first point of contact for telephone, in-person and email enquiries and the position is essential to the smooth running of the office.

#### **Core Program Support Duties:**

- Provide administrative and financial assistance to the organisation and staff and the Bookkeeper (external) as directed by the Executive Director.
- Assist with the administration of the Country Arts Support Program
- Assist with administration with funding applications



### **Core Administrative Duties**

- Customer services support including face-to-face, digital and phone
- Implementing administration policies and procedures
- Developing and maintaining digital and hard copy filing systems
- Assisting the Bookkeeper (external contract) with financial management including reconciling petty cash, reconciliations and invoicing, filing financial records and assist with annual audit
- Maintaining asset register and coordinate office equipment and maintenance of the office
- Development and maintenance of databases
- Providing admin support for meetings and public events. From time to time this may include bump in-out, assistance with risk management, WH&S processes and project documentation
- Provide admin support for Board meetings
- Processing and managing Memberships
- Assist with communications activities for events, services and programs. This may include uploading / maintaining information for website, social media, e-newsletters, flyers and posters
- Assisting with travel arrangements
- Provide Board meetings with correspondence and membership reports

### **Key Competencies/Selection Criteria**

- Excellent skills working in a digital environment including Microsoft Office and social media. The office has moved to a cloud system including accounting.
- General office administration skills in a small office environment including filing, database management, correspondence and record keeping
- Excellent customer service skills and phone manner
- Capacity to locate, research and document information
- Proactive, energetic, enthusiastic and well presented
- An interest in working in the arts and regional NSW
- Must be an Australian Citizen

### **Desirable**

NSW driver's licence