



Australian Government



Australia Council
for the Arts

Come and join the arts

The Aboriginal and Torres Strait Islander arts division is looking for an

Indigenous Administration officer

You will be communicating with artists, arts organisations and communities to assist them to claim, control and enhance their cultural inheritance through arts projects from music, dance, theatre, literature, visual arts and craft, community cultural development and international activity. You will be attending events and engaging with artists and communities.

RESPONSIBLE FOR:

You will be responsible for providing general administration services, database management for our Grants Management System and booking travel arrangements.

You will have good communication skills, both written and verbal and have a good eye for detail. You will demonstrate excellent time management skills and be able to manage many tasks with competing deadlines. You will be working in an enjoyable team environment.

SALARY

Commencement salary of \$42,124 per annum, plus 15.4% superannuation.

Location: Central Sydney office.

MORE INFORMATION

<http://www.australiacouncil.gov.au/employment>

Applications close: Friday 19 August 2011 by 5.00pm

Any questions contact:

Mark Stapleton

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KEEPING CULTURE STRONG