

Position Description



Administration Officer

Salary: \$36,000 pa (+ super and leave loading)

Location: Sydney

Summary of position

Regional Arts NSW seeks a highly organised Administration Officer for its Sydney office. This is a busy and varied position for an organised person with initiative, excellent administrative skills and an ability to communicate within a small team. An interest in working in an arts organisation and an understanding of regional issues would be an advantage.

Regional Arts NSW office is located at Millers Point, Sydney, and we act as a peak body and service and support agency for thirteen Regional Arts Boards across the state.

The Administration Officer is a pivotal member of the Regional Arts NSW team. This is a varied and interesting role that encompasses three broad areas:

- Administration
- Executive support
- Program support

The Administration Officer facilitates the administrative functions of the organisation and assists the coordination of its day to day operations. Other responsibilities include assisting the CEO, assisting with the delivery of a state wide training program and providing support to the other programs.

Applications

- Applications should address the **Essential Criteria** and provide details of relevant experience and training with reference to **Desirable Knowledge Skills and Abilities**.
- Please provide a copy of your current **Curriculum Vitae**.
- Please nominate **2 referees**.
- Send applications to:

Hannah Sanders
Administration & Support Officer
Regional Arts NSW
Locked Bag 5
Millers Point NSW 2000

or by email to:

admin@regionalartsnsw.com.au
Subject: Administration Officer Application

The deadline for applications is **5pm Thursday 5 April 2007**

The position will commence on **Monday 14 May 2007**

Enquiries

- Hannah Sanders, Administration & Support Officer Tel 02 9270 2509
Email admin@regionalartsnsw.com.au **or**
- Elizabeth Rogers, CEO Tel 02 9270 2505 Mob 0412 099 935
Email elizabeth@regionalartsnsw.com.au

Terms of contract

A salary of \$36,000 per annum plus superannuation will be offered for this full-time position. There will be a probationary period of three months.

1. Organisational relationships

The Administration Officer has an important role both internally within RANSW and externally to facilitate the organisation's work.

a. Internal: Responsible to the Chief Executive Officer. Internally, the Administration Officer will liaise with the:

- CEO,
- Business and Finance Manager,
- Communications and Promotions Officer,
- Funding and Research Officers and
- The RANSW Board of Directors.

b. External – Liaison/networking: Externally the position liaises with:

- Regional Arts Boards,
- Regional Arts Development Officers,
- Affiliated locally-based Arts Councils and arts and cultural groups,
- State-based network organisations and,
- Suppliers including printers, travel agents, couriers etc.

2. Accountability

The position holder works under the direction of the CEO and provides support for all programs.

3. Duties

3.1 Assist the Chief Executive Officer with:

- Coordinating meetings and field trips
- Meeting agendas and minute taking
- Preparing Board correspondence and reports
- Contacting individuals and organisations on behalf of the CEO
- Coordinating functions
- Travel, accommodation bookings and itinerary co-ordination
- Other duties as directed

3.2 Core Administrative Duties

- Banking
- Purchasing
- Office management including IT services
- Travel arrangements
- Management and development of the database
- Distribution of resources and information

3.3 Program Support

- Assist the Communications and Promotions Office – research and collate items for the e-Bulletin and prepare listings for *ArtReach* magazine.
- Provide administrative assistance to other staff on projects as directed by the CEO.

3.4 Program Management

- Effectively manage the Creative Volunteering – No Limits training program delivered across the state in association with CCD NSW

4. Essential Criteria

- 4.1 Demonstrated high level computer (Microsoft Office) and office administration skills including database management, correspondence and record keeping
- 4.2 Strong written and oral communication skills
- 4.3 Excellent customer service skills and phone manner
- 4.4 Demonstrated knowledge of administration procedures in a small office environment.
- 4.5 Ability to prioritise workloads with competing priorities
- 4.6 Capacity to locate and research information
- 4.7 Demonstrated ability to work effectively and contribute as a team member

5. Desirable Knowledge, Skills and Abilities

- 5.1 Knowledge of the arts and arts funding sources
- 5.2 Knowledge of governance procedures for not-for-profit organisations
- 5.3 Experience in organising events
- 5.4 Experience working with or for volunteers or non-profit, community groups
- 5.5 Knowledge of regional NSW and regional issues
- 5.6 Driver's licence

Background

Regional Arts NSW (formerly The Arts Council of NSW) was formed over 50 years ago and restructured in the late nineties to reflect a new role of advocating and promoting *regionally determined* arts and cultural development. The restructure established a city-based Secretariat with a Board comprising Directors from each of the affiliated regions.

Thirteen Regional Arts Boards (RABs) have now been established around the state and are growing in strength and capacity to undertake Regional Arts Programs and to determine and respond to regional priorities. Through its regional representatives, the Board of Directors of Regional Arts NSW is able to develop and sustain up-to-date regional perspectives and to develop state policy that reflects regional issues and priorities. RANSW has developed a state-wide and, through its membership of Regional Arts Australia, a national perspective on regional arts and cultural development.

Pivotal to the success of the Regional Arts Boards has been the maintenance and expansion of a network of Regional Arts Development Officer (RADO) positions; professional cultural workers that guide and implement the Regional Arts Programs. The city-based secretariat works closely with the RADOs functioning as a service organisation to Regional Arts Boards through its policy, advocacy, training, funding and management services.

The RANSW Secretariat has provided extensive support for the growth and development of the Regional Arts Board network through its provision of professional capacity building services in policy development, governance procedures, advocacy and lobbying support for the negotiation of federal, state and local funding, management support for recruitment of regional staff, financial management, insurance packages and fleet management.

RANSW plays a significant role in state-wide communications and promotions that is unique to this network. The monthly e-Bulletin and journal *Artreach* provide substantial opportunities for regional arts and cultural development to maintain and enhance a strong state and national profile. Additional to these tools, the highly regarded RANSW website provides increasing communications and promotions for RANSW's programs, projects and services and also communicates the changing nature of the NSW rural, regional and remote landscape through its coverage of the 13 regions.

The RANSW Audience Development Program gained significant status over recent years with its investment in regionally specific audience development programs that focus on the strengths of regional arts development as a catalyst for growth. The program enlisted energetic partnerships that generated highly creative initiatives for increasing access and participation in the arts in regional areas. Covering such areas as measuring the arts, valuing the arts, creative industry development, cultural tourism and audience development for specific media based companies, the program achieved national and international acclaim for the initiatives being undertaken.

One of RANSW's most valuable programs is the Country Arts Support Program (CASP), a small grants scheme devolved from the NSW Ministry for the Arts. As the state agency for NSW in the Regional Arts Australia network, RANSW undertakes the administration of the Regional Arts Fund, an initiative of the Department of Communications, Information Technology and the Arts. Planned research projects include the research and publication of year books, or similar advocacy and information tools for both CASP and the Regional Arts Fund.

More information about the Regional Arts NSW programs and services is available on the website at www.regionalartsnsw.com.au.