



## Administration and Communications Officer

Full time position

Location: Walsh Bay, Sydney

Salary: \$40,000 – \$45,000

### Summary of position

Regional Arts NSW is looking for a highly organised Administration and Communications Officer. This is a busy and varied position for an organised person with initiative, excellent administrative, written communication and IT skills, and an ability to communicate effectively within a small team. Some marketing knowledge, 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 Walsh Bay, Sydney, and acts as a peak body and service and support agency for 14 Regional Arts Boards across the state.

The Administration and Communications Officer is a pivotal member of the Regional Arts NSW team. The role encompasses four broad areas:

- Administration
- Communications
- Executive support
- Program support

The Administration and Communications Officer facilitates the administrative functions of the organisation and assists in the coordination of its day to day operations. Other responsibilities include producing the monthly e-bulletin, writing media releases, maintaining the website, assisting the CEO and providing support to the funding office programs.

### Applications

Applications must be received by **5pm, Monday 7 March, 2011**. The position is expected to commence on **Monday 4 April, 2011**.

Applicants are invited to submit applications that 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:  
[admin@regionalartsnsw.com.au](mailto:admin@regionalartsnsw.com.au)  
Subject: Administration and Communications Officer Application

Or by mail to:

Elinor Heard, Administration and Communications Officer  
Regional Arts NSW  
Pier 5, 15 Hickson Road  
Walsh Bay NSW 2000

For further information please contact Elinor Heard on 02 9270 2509.

## Terms of contract

A salary of \$40,000 - \$45,000 (commensurate with experience) 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 and Communications 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 and Communications Officer will liaise with the:

- Chief Executive Officer
- Finance Manager
- Funding Manager
- Funding Officer
- The RANSW Board of Directors

#### b. External – Liaison/networking:

Externally the position liaises with:

- Regional Arts Boards and staff
- Affiliated regionally-based Arts Councils and arts and cultural groups
- Regional Arts Australia
- State-based network organisations
- 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 Communications
  - Research and develop the monthly e-bulletin
  - Maintain the website
  - Draft media releases
  - Review and maintain media contacts
- 3.3 Core Administrative Duties
  - Banking
  - Purchasing
  - Office management including IT services
  - Travel arrangements
  - Maintenance of the state database
  - Distribution of resources and information
- 3.4 Program Support
  - Assist the Funding Office with the administration of the funding programs
  - Provide administrative assistance to Finance Manager and other staff as directed by the CEO

**4. Essential Criteria**

- 4.1 Demonstrated high level of skills with Microsoft Office 2007 plus experience in using Dreamweaver, Photoshop, In Design (or similar software) and databases
- 4.2 Office administration skills including database management, correspondence and record keeping
- 4.3 Strong written and oral communication skills
- 4.4 Excellent customer service skills and phone manner
- 4.5 Demonstrated knowledge of administration procedures in a small office environment
- 4.6 Ability to prioritise workloads with competing priorities
- 4.7 Capacity to locate and research information
- 4.8 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 Marketing and/or public relations experience
- 5.3 Knowledge of governance procedures for not-for-profit organisations
- 5.4 Experience in organising events
- 5.5 Knowledge of regional NSW and regional issues
- 5.6 Driver's licence

## **Background**

### **About Regional Arts NSW**

Regional Arts NSW is the peak body for arts and cultural development and activities that build positive futures for regional, rural and remote communities across New South Wales. Based in Sydney it provides a range of services for the state-wide network of regional arts boards in the key areas of advocacy, capacity building, communications, and support.

### **The Regional Arts Network in NSW**

Regional arts development in NSW is decentralised through a network of independent, affiliated regional organisations servicing a group of local government areas and employing a regional arts development officer (RADO) and other support staff.

Regional arts boards currently service Albury-Wodonga, Central West, Eastern Riverina, Far West, Northern Rivers, Mid North Coast, New England/North West, Orana, South East, Southern Tablelands, South West, Upper Hunter, West Darling and Western Riverina regions.

### **Programs, Projects & Services**

RANSW fosters and enhances the capacity of arts and cultural organisations in the regions through the:

- delivery of funding programs and initiatives including the Country Arts Support Program (CASAP), Regional Arts Fund (RAF), Quick Response Grants and Prop Ups
- provision of advice and assistance
- network and infrastructure development
- delivery of professional development and training programs

RANSW plays a leading arts advocacy role through:

- consulting with the sector to provide effective representation
- lobbying key arts decision-makers
- developing strategic partnerships with other industry sector and government bodies
- representing regional arts at state and national levels

RANSW delivers dynamic communications and marketing programs through:

- undertaking and supporting research into audience and market development
- producing a range of printed and electronic publications including a monthly e-bulletin, and a website
- providing a single entry point for information about activities, projects and programs across the network
- promoting the funding programs we administer
- supporting media and publicity enquiries
- providing advice and support for communications practices

RANSW delivers a range of arts management support and services through:

- providing a range of financial and group insurance services insurance for our affiliates
- assisting with policy development
- providing advice and best practice models for strategic planning and business planning
- developing and streamlining new administrative processes to increase efficiency for use by the network

RANSW receives funding from the NSW Government through Arts NSW and the Australian Government through the Regional Arts Fund and the Australia Council.

More information about the Regional Arts NSW programs is available on the website at [www.regionalartsnsw.com.au](http://www.regionalartsnsw.com.au)