

## **POSITION DESCRIPTION Administration and Operations Coordinator**

Contract position (3 days per week with flexibility for extended hours). This is a 0.6 FTE position with a three-month probation period.

### **LOCATION**

Arts Northern Rivers head office is currently situated in Clunes, Northern Rivers, NSW. Due to the floods, the office will be subject to relocating over a 12-month period across the Northern Rivers - with a view to returning to its office in the Lismore CBD.

### **ABOUT ARTS NORTHERN RIVERS**

As the peak arts organisation for our region, we deliver services and projects that foster artistic innovation and excellence and work to ensure access and engagement with arts and cultural activity.

To achieve this, we deliver an annual program of skills and professional development workshops, a dedicated strategy for supporting and sustaining Indigenous art and culture and offering support and advice for individuals in our region.

Our activity is divided into **core** and **project** activity. Our core activity is funded through Create NSW as well as the contributions made by six local governments of the region. Our project activity has been funded through various federal, state and regional partners including Create NSW, Department of Infrastructure, Transport, Regional Development and Communications, Indigenous Visual Arts Industry Support (IVAIS) and the Regional Arts Fund (via Regional Arts NSW).

### **SUMMARY OF POSITION**

The position supports the delivery of the organisation's day-to-day operations through a range of administrative and technological tasks and provides support to the Arts Northern Rivers Executive team, Board, and staff.

Arts Northern Rivers is a small team of committed arts workers that develop and deliver a range of arts projects, advocacy, programs, and support services for the creative industries of the Northern Rivers. Usually based in the Lismore CBD, our office is now mobile due to the floods. We are temporarily located in Clunes with views on moving throughout the region.

We are seeking a dynamic, energetic, and professional person ready to work in a team environment who has skills in all forms of arts administration. Strong time management and organisational skills are also required, together with excellent interpersonal skills.

There is opportunity in this role for growth and development into other areas of the organisations including project assistance.

## **PERIOD OF EMPLOYMENT**

Subject to successfully completing a 3-month probationary period the role will be offered as a part-time position at 3 days a week. Hours may increase as project activity increases – subject to successful funding applications.

## **SALARY & BENEFITS**

Salary details

- \$52,500 per annum (Pro rata)
- 10.5% superannuation
- 17.5% holiday leave loading

Employment Benefits

- Warm and welcoming team culture
- Flexible Working Arrangements
- Professional Development opportunities

## **POSITION DESCRIPTION:**

Working in accordance with the aims and objectives and strategic plan of Arts Northern Rivers, the Project Manager will work to fulfill the following functions:

### **Administration and Operations**

- Coordinate the day-to-day operations and ANR facilities including phone, office information, technology needs such as computer and program license access, general amenity, workplace safety, and banking queries.
- Assist with induction/onboarding and offboarding of employees regarding operational processes, IT training, and hardware requirements.
- Act as liaison between ANR's third-party IT support provider, cooperating to meet technology needs of ANR's staff and cybersecurity compliance.
- Maintain up-to-date operational process documents, and appropriate training guides for internal use.
- Consult with staff about implementing sustainability initiatives in projects.
- Manage and maintain organisation archives.
- Coordinate office administration including mail, stationery, and WH&S whilst in office location.
- Coordinate the transition from a physical office into an alternative workplace location and framework.
- Assist with website maintenance.

### **Executive Assistance**

- Assist the Executive Director with annual reviews and updates to organisation policy.
- Provide operational support to the Arts Northern Rivers Board and subcommittee involvements including assembling meeting papers and agendas, booking venues, organising catering, taking minutes, and maintaining records.
- Support Executive Director in Board Paper preparations.
- Support Arts Northern Rivers Board members' travel and accommodation.

- Provide administrative and operational support to the Director, as required.
- Support the Executive Director with the delivery of events including staff professional development events and the Annual General Meeting and Team planning sessions.

### **Continuous improvement**

- Identify and implement improvements across the organisation.
- Contribute actively to an organisational culture of safe working, collaboration and sustainability

### **KEY SELECTION CRITERIA**

- Excellent communications and writing skills.
- Excellent computer literacy and confidence in learning and managing new online programs and systems.
- Experience with Microsoft Office, particularly Excel
- Strong planning and time management skills, with the ability to work independently, collaboratively, and take direction as required.
- Resourcefulness, with a keen sense of initiative in identifying and analysing problems, systems, and solutions.
- Experience in coordinating meetings and/or events.
- Current Drivers Licence

### **Desirable:**

- Preference for candidates with a strong interest and/or experience in the arts or the non-profit sector
- Graphic design interest / skills
- Experience working with WordPress, Squarespace, Mailchimp, Eventbrite, and social media platforms

### **ORGANISATIONAL RELATIONSHIPS**

#### **Reports to:**

- Executive Director of Arts Northern Rivers
- Works with Arts Northern Rivers team; creatives, suppliers, contractors, and partners.

### **APPLICATION PROCESS**

- If after reading through this document and visiting our website, you have further questions about the role, please email [info@rtsnorthernrivers.com.au](mailto:info@rtsnorthernrivers.com.au) with the Subject heading "Recruitment enquiry – Operations Coordinator".
- Your application must consist of a covering letter responding to the key selection criteria (maximum 2 pages of text), a brief CV and the names and contact details of three professional referees. Please email as a single PDF with your name and the position title as the document's name. Please keep in mind that if you don't address the selection criteria or follow the application process, we won't be able to assess your application.

- Applications by email only should be sent to [info@artsnorthernrivers.com.au](mailto:info@artsnorthernrivers.com.au) with your name and the position title as the subject heading. (Eg ANR Operations Coordinator Application– Jill Smith)
- Shortlisting will take place quickly after close of applications. To be fair to all applicants, no late applications will be accepted.
- While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally, and we appreciate your patience in not contacting us during this time.
- In-person Interviews will take place on Wednesday 22 or Thursday 23 June 2022. If you already know that you are unavailable on these dates, please mention this in your covering letter.
- This role has a start date of Monday 11 July 2022. If you already know that you are unavailable for this start date, please mention this in your covering letter and propose an alternative start date.

**Applications that do not address the selection criteria will not be considered.  
Applications must be received via email by midnight on Sunday 19 June, 2022**

**Applications should be addressed to:**

Jane Fuller  
Executive Director  
Arts Northern Rivers  
By email only: [info@artsnorthernrivers.com.au](mailto:info@artsnorthernrivers.com.au)