

Regional Arts Administration Officer

ROLE OVERVIEW:

The Regional Arts Administration Officer supports the Regional Arts Officer in the delivery of the Regional Arts Service Network (RASN) contract

THE CREATIVE ARTS ALLIANCE (LTD)

The Creative Arts Alliance (Creative Alliance) is a company limited by guarantee established for the charitable purpose of promoting and advancing culture and the arts including performing arts including dance, drama/theatre and music, visual, arts/crafts, design, screen media and digital arts, with a particular focus on First Nations arts. We aim to facilitate and contribute to the growth and development of arts, cultural and creative industries within the regions. Together with our membership, we are trusted as grassroots arts advocates and service providers by our members, the arts sector, local governments and the community. Our reputation has been built on ideas leadership, advocacy and networking across the arts and through the strong community support for professional arts practice.

WORKING RELATIONSHIPS

Under our Constitution, the CAA has up to 5 director positions, a public officer and a company secretary. The Directors lead the organisation and the Regional Arts Officer reports directly to them. The Administration Officer is responsible for providing administration support to the Arts Officer in their implementation of the RASN and other work for Company. The Administration Officer will report directly to the Arts Officer and to the Directors and be required to liaise with all RASN stakeholders, partners and contract positions associated with RASN.

The sole member of CAA is the Sunshine Coast Creative Alliance (SCCA) and the Administration Officer will also liaise with their Board and staff as required.

DUTIES AND RESPONSIBILITIES

- Provides administration support for the Regional Arts Officer in the delivery of RASN contract under the direction of the Regional Arts Officer and the CAA directors
- Prepares desktop publishing of reports and presentations required for the delivery of RASN
- Prepares and monitors annual budgets under the direction of the Regional Arts Officer
- Prepares timely invoicing and manages payment of all RASN contractors under the direction of the Regional Arts Officer
- Organises all meetings associated with RASN under the direction of the Regional Arts Officer
- Prepares minutes for key RASN meetings under the direction of the Regional Arts Officer
- Implements the liaison and information-sharing with all stakeholders and general administration
- Assists with the production of content and updating of CAA website
- Establishes and maintains positive relationships within the arts and cultural sector

QMS RESPONSIBILITIES

- Ensures all documentation is recorded and filed in shared online storage
- Complies with all CAA procedures relating to the projects, finance and administration
- Contributes to the review of CAA procedure as a part of continual learning & improvements
- Participates in all internal and external audits



POSITION REQUIREMENTS

Technical skills

Demonstrates a sustained commitment to and effectiveness in developing administrative skills

- Actively develops own knowledge of the arts and cultural sector
- Produces high quality and accurate work-including checking own work
- Demonstrates skills in database software packages (MS office suite & Creative Suite 6 preferred)
- Demonstrates skills in online document storage and management (Google-Drive)
- Demonstrates skills in social media administration
- Demonstrates skills in website updating (with guidance from web administrator)
- Good written and verbal communication skills
- Current Qld Drivers Licence

Teamwork

Contributes to CCA Team

- Works effectively and collaboratively as part of the CCA team
- Responds to requests for assistance, is willing to do what is needed
- Works well with all volunteers, contract staff and stakeholders
- Works well with the Directors and Company Secretary and contributes to the development of CAA

People Skills

Builds rapport with others

- Seeks and accepts feedback constructively
- Develops rapport with people at all levels- treats everyone with respect and fairness

Stakeholders/Partners

Demonstrates a commitment to deepening our relationships

- Shows judgement in dealing with stakeholder/partners
- Anticipates and responds to Directors, staff and stakeholder needs

Work Practices

Demonstrates a sustained commitment CCA practice for efficiency and budget compliance under the RASN Contract

- Demonstrates understanding of and use of QMS-including keeping relevant records, digital and paper filing
- Meets administration deadlines/commitments
- Keeps relevant people informed

QUALIFICATIONS

- It is preferable for the Administration Officer to have demonstrated experience in arts and cultural sector
- Knowledge and experience of regional settings and Aboriginal and Torres Strait Islander arts and cultures
- Good written and verbal communication skills
- Skills in managing time and setting priorities
- Experience with Xero (or similar accounting software) is preferred