



TEN DAYS ON THE ISLAND

ADMINISTRATION COORDINATOR

POSITION DESCRIPTION

Title:	ADMINISTRATION COORDINATOR
Location:	TEN DAYS ON THE ISLAND, PATAWAY (BURNIE), LUTRUWITA (TASMANIA)
Reports to:	HEAD OF PARTNERSHIPS & EXECUTIVE SERVICES
Period of Contract:	Fixed Term. Full time from 4 July 2022 to 14 April 2023
Remuneration:	Negotiable in line with experience and expertise

OVERVIEW

Ten Days on the Island (Ten Days) was established by the Tasmanian Government in 2000 to develop and deliver a statewide cultural festival of national significance that provides opportunities for Tasmanian artists and companies to present their works to a wider audience, access for Tasmanian audiences to national and international artists and companies of the highest quality, and helps to build Tasmania's professional arts infrastructure.

The biennial festival celebrates Tasmania's island culture and offers a platform on which to profile and promote Tasmania's innovative, creative and resourceful character and unique cultural identity.

Ten Days brings international recognition for Tasmania and demonstrates how the arts can positively influence a community's perception of itself and the image it projects to the world.

The next Festival is 3 – 19 March 2023.

PURPOSE OF THE POSITION

Reporting to the Head of Partnerships and Executive Services, the Administration Coordinator is responsible for the efficient and effective coordination of Ten Days' office administration.

The Administration Coordinator supports the Head of Partnerships and Executive Services with HR, office and festival administration and the Finance Manager with financial administration.

The Administration Coordinator's role is to:

- review, document and assist in the implementation of efficient and effective administrative systems and procedures
- support the Finance Manager in managing day to day financial transactions and delivering financial information and statements for reporting purposes and annual audit
- maintain Ten Days' relations with business service providers.
- coordinate team meetings and keep accurate minutes.
- ensure that the office, its appearance and materials and equipment are provided and maintained to a high standard.

DUTIES AND RESPONSIBILITIES

Finance

- support the Finance Manager with the weekly Synopsis of Cash Flow, credit card/debit card receipts and reconciliations, setting up team members with debit cards and the Ten Days' festival box office, bar and event reconciliations
- undertake Ten Days' bookkeeping, ensuring that all transactions are entered appropriately and in a timely manner, including invoicing and payments, and the processing of staff expense and Per Diem claims
- maintain all general office contracts including telephone, IT, cleaning, garbage and recycling services.

Customer Service, Ticketing and Box Office

- act as the primary point of contact in the Ten Days' Burnie office, answering and responding to general enquiries by telephone, email and post, and greeting visitors to the office
- Assist with Ten Days' customer service portal Freshdesk
- support the Ticketing Services Manager and team to ensure effective implementation of the Ten Days' ticket sales strategies

Board and Board Committee Administration

- in collaboration with the Head of Partnerships and Executive Services, support the administration of Ten Days' Board and Board Committees, including the coordination of meetings, arranging accommodation as required, and assisting with meeting venue and catering requirements.

General Administration

- In consultation with the Head of Partnerships and Executive Services maintain all administrative, operations and finance-related records, filing and archival systems and contact databases, especially with respect to all financial institutions, auditors, funding partners, donors, corporate partners, key stakeholders, government agencies, vendors and suppliers, and customers.
- work collaboratively with all Ten Days' team members to ensure open and clear communication is maintained across the organisation
- attend all team meetings and take accurate minutes to upload to SharePoint.
- respond to telephone enquiries and responding to or disseminating general email correspondence.
- mail collection & posting
- maintain stationery supplies.
- coordinate room and resource bookings.
- ensure all office equipment (computers, telephones, printers and photocopier) is maintained in good working order.
- ensure all office, kitchen and cleaning supplies are provided and refreshed as needed, including supplies of milk, tea, coffee, and basic condiments (salt, pepper, butter, etc)
- Stock the fridge with healthy food for team member lunches during the busy Festival period from mid February – end of March 2023.
- ensure that office is kept neat and tidy.
- carry out all duties with due regard to confidentiality

- attend Ten Days' events and functions as required
- undertake any other tasks as reasonably requested by the Head of Partnerships & Executive Services.

SELECTION CRITERIA

Essential

- Interest in the arts and desire to be part of an energetic and collaborative team.
- Experience in working in an office environment.
- Working knowledge of Microsoft Word, Excel and Outlook
- High level attention to detail, accuracy and efficiency while multi-tasking effectively
- Excellent interpersonal skills and the capacity to work in a team environment
- Ability to use initiative when required and be self-motivated
- Driver's License

Desirable

- Previous organisational experience within an arts festival environment
- Experience in using an electronic finance system and MYOB in particular
- Interest in the arts

KEY INFORMATION

- This position is based at Ten Days' HQ in pataway/Burnie
- The successful candidate will be appointed to a fulltime contract commencing on Monday 11 July 2022 with remuneration and conditions to be negotiated
- The contract is modelled on and supports Ten Days' employment policies

WORK HEALTH & SAFETY, EQUAL OPPORTUNITY, DISCRIMINATION & HARASSMENT

Ten Days on the Island is committed to high standards of performance concerning Occupational Health and Safety and Equal Employment Opportunity. All employees are expected to participate in maintaining safe working conditions and practices, as well as promoting and upholding the principle of fair and equitable access to employment and promotion, personal development and training and the elimination of workplace harassment and discrimination.

WORK CONDITIONS

The position is based in pataway/Burnie, lutruwita/Tasmania. Considerable intrastate travel will be required and there may be some requirement for interstate travel.

Normal hours of work will be 9 am to 5 pm with a daily lunch break of one hour; however, there will be times when considerable out-of-hours attendance will be needed. Hours of work will include weekend and on-call response during the lead up to and throughout the 2023 Festival and other Ten Days' events.

TIME OFF IN LIEU

Ten Days has a Time off in Lieu (TOIL) policy for full-time PAYG staff members of six months' duration or longer. TOIL policy details will be found in your contract of employment along with the process of accruing and using TOIL.

ANNUAL AND SICK LEAVE

Subject to the terms and conditions of the employment contract, the Employee will be entitled to

- holiday leave accrued pro rata at the rate of four weeks for every 52 weeks worked. No leave loading will be paid.
- personal leave of 10 days per annum (pro rata). No payment is made for unused personal leave during the contracted period.

HOW TO APPLY

Please address the Selection Criteria as succinctly as you can, giving recent examples to illustrate your experience.

Email your response to the Selection Criteria, your current CV and a brief cover letter to jobs@tendays.org.au

Please write ADMINISTRATION COORDINATOR in the subject line of your email.

Applications must be received by **30 June 2022**.

If you have any questions about the role or the application process, call Stephanie Finn 0409 042 942