



TEN DAYS ON THE ISLAND ADMINISTRATION COORDINATOR POSITION DESCRIPTION

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| Title: | ADMINISTRATION COORDINATOR |
| Location: | TEN DAYS ON THE ISLAND, PATAWAY/BURNIE, LUTRUWITA/TASMANIA |
| Immediate Supervisor: | HEAD OF PARTNERSHIPS & EXECUTIVE SERVICES |
| Final Report: | CEO |
| Period of Contract: | Fixed Term. Full time from 1 MAY 2024 – 1 MAY 2025 |
| Remuneration: | \$63,000 per annum pro rata + superannuation |

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 Lutruwita/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 21 – 30 March 2025.

KEY DUTIES AND RESPONSIBILITIES

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 our accounts Newton Henry 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 our accountants Newton Henry 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.

Finance

- support our accountants Newton Henry 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 in Xero, ensuring that all transactions are entered appropriately and in a timely manner, including invoicing, payments & payroll, and the processing of staff expense and Per Diem claims and festival artist payments.
- maintain all general office contracts including telephone, IT, cleaning, garbage, and recycling services.

Customer Service, Ticketing and Box Office

- function 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, assisting with meeting venue and catering requirements), the preparation of the board papers and taking minutes at each meeting.

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/board 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 2025.
- ensure that office is kept neat and tidy.
- perform 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.

GENERAL

- Attend Ten Days' events and functions as required.
- Attend a general Festival debrief post-Festival and write a job-specific post-Festival report.
- Collate Festival statistics and data for post-Festival reporting.
- Any other duties as reasonably requested by the Artistic Director and Executive Producer.

The Duties and Responsibilities detailed in this Schedule form part of the contractual obligations of the position.

Term

The contract term is from Commencement date 01/05/2024 to 1/05/2025.

Location

The Employer's premises in the Portside Building 1-3 Spring St Burnie. Some intrastate travel may be required.

Salary Package

Salary will be \$63,000 per annum PLUS superannuation.

Salary Payments

Salary payments will be made fortnightly into a bank account nominated by the Employee.

SELECTION CRITERIA

Essential

1. Excellent people skills including written and verbal communication, liaison, negotiation, and the ability to maintain productive relationships with a broad range of stakeholders.
2. Experience working with Xero or similar accounting software.
3. Time management skills including the proven ability to effectively prioritise workloads and meet tight deadlines.
4. Good computer skills in Microsoft Word, Office 365 and Excel.
5. Driver's Licence.

Desirable

1. Experience/understanding/working knowledge of working in an arts and/or festival environment.

OCCUPATIONAL HEALTH AND SAFETY AND EMPLOYMENT EQUITY

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

This position is based in Pataway/Burnie, Lutruwita/Tasmania. Some intrastate travel will be required.

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 out-of-hours attendance will be needed.

TIME IN LIEU

Ten Days has a Time 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

Address the Selection Criteria by writing a one paragraph response to each Essential Selection Criteria listed above. You only need to address points 1 – 5 of the Essential Criteria.

Email the Selection Criteria, your current CV, including at least two referees, and a brief cover letter to stephanie.finn@tendays.org.au

All applications are strictly confidential.

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

Applications must be received by **5pm Friday 8 March 2024**.

Ten Days on the Island is an equal opportunity employer committed to diversity in the workplace. Our vision is to have a team which reflects the breadth and diversity of Lutruwita/Tasmania's population. Aboriginal and Torres Strait Islander People, LGBTQIA+, culturally and linguistically diverse applicants and people with a disability are encouraged to apply.

If you have any questions about the role or the application process, call Stephanie Finn, Head of Partnerships & Executive Services on **0409 042 942**.