



## POSITION DESCRIPTION

<b>Position title:</b>	Arts Administrator
<b>Reporting to:</b>	Finance & Administration Manager
<b>Position Duration:</b>	Permanent Full-time
<b>Remuneration:</b>	Dependant on experience
<b>Application deadline:</b>	Friday 18 August 2017

The Sydney Film Festival is one of the longest running events of its kind in the world. Each year the festival brings the best new local and international films to audiences in Sydney. As well premiere features from over forty countries, SFF screens short films, Australian films, documentaries and archive titles. The festival hosts a number of awards to recognise excellence in filmmaking, including the Official Competition, Dendy Awards for Australian Short Films, (which are Academy Award eligible) and Documentary Australia Foundation Documentary Prize.

The Travelling Film Festival, presented by the Sydney Film Festival, is one of Australia's longest running touring events and is Australia's longest running touring film festival. The Traveling Film Festival presents a specially curated program of features, documentaries and short films to around 18 communities in regional Australia.

## OVERVIEW OF THE POSITION

The role of the Arts Administrator is to work across various disciplines of the organisation, managing the administrative and day to day support of the office environment and maintaining the systems and processes to provide exemplary operational services.

The Arts Administrator is an integral team member, and has close working relationships with all positions in the organisation.

The role of the Arts Administrator is a dynamic one with both regular ongoing tasks and seasonal tasks which generally align with the progress of the festival throughout the year.

Broadly speaking the responsibilities of the role can be summarised as follows:

- Administration and office support for the CEO, staff and Festival Board
- Administration of office management accounts such as postage and telephones
- Database administration and support
- Staff induction, basic training and exit management
- Management of office facilities and staff amenities
- Liaison with IT support and office telephone and computer management
- Supporting staff teams, such as Production, during the festival and the Travelling Film Festival throughout the year.

In detail the Arts Administrator tasks include, but are not limited to, those listed below:

#### **Administrative Support for the Team**

- Reception: welcoming visitors, ensuring security and directing appropriately
- Answering and referring telephone enquiries
- Maintaining and distributing staff contact lists
- Banking, as required, for the Finance Manager
- Manage company email profile and correspondence– [info@sff.org.au](mailto:info@sff.org.au)
- Assist with placement of advertisements for staff positions as needed

#### **Executive Support for the CEO**

- Meeting regularly with CEO to discuss & update calendars, upcoming events and agendas
- Preparing emails and correspondence for CEO, as required
- Organising meetings and events

#### **Board and Finance Committee**

- Organise and diarise the Board and Committee meetings
- Organising, in liaison with Finance Manager, Festival's AGM
- Compile/Proof/PDF and circulate Board and Committee papers

#### **IT Support**

- Setting up and maintaining all computers and phones
- Setting up conference phone connections in the board room
- Setting up ramp up area computers and phones
- Liaising with IT company : set up email addresses, new computers and computer support
- Maintaining accurate listing of all hardware and software in use - in a computer asset register

#### **Office Maintenance**

- Maintaining the neatness and tidiness of all staff areas particularly the kitchen and the Festival site office
- Keeping all storage areas (including offsite storage) organised and tidy particularly in the lead up to the Festival
- Ensuring that all archival matter stored is in good condition and that materials reaching their destruction date are removed/destroyed

#### **Accounts Payable**

- Managing a number of office accounts. Account examples: Australia Post, Cabcharge, Office Supplies and Couriers

#### **Petty Cash**

- Managing the petty cash needs of the business for all expenses less than \$50.
- Reconciling petty cash on a monthly basis
- Banking as needed for Finance Manager

### **Merchant Facilities**

- Managing office EFTPOS machine and preparing a monthly reconciliation of receipts

### **Cabcharge**

- Ordering Cabcharge vouchers
- Issuing and accounting for vouchers according to Festival policy, maintaining security at all times
- Cancelling unused vouchers immediately following annual Festival

### **Database Management**

- Acting as first point of contact for all staff with respect to the database
- Ongoing maintenance of core information in the database
- Providing training for new staff on the structure, functionality and use of the database system
- Inputting new staff details into the database
- Liaise with database staff for software updates and technical assistance

### **Casula Powerhouse screening program**

- Coordinating with Programs Manager and Marketing Manager on the administration of the monthly Casula Powerhouse screenings

### **Couriers and Mail**

- Distributing incoming mail
- Completing Australia Post forms for outgoing mail
- Organising mail delivery times
- Organising couriers as required
- Taking receipt of all office deliveries
- Order postal stationery such as stamps and Express post satchels

### **eNews/Website Maintenance**

- Collating and sending regular Festival e-news and social media items under the direction of the Marketing Manager
- Regularly review and update the Festival website to ensure completeness and accuracy of Information. Update using the umbraco portal in consultation with the Customer Relationship Manager.

### **Premises (Festival House) - Building Management**

- Holding the relationship with building management company including communicating and resolving issues that arise.
- Undertaking Fire Warden training and communicating necessary information to staff
- Issuing, and keeping an accurate listing, of all building access keys and access levels.

### **Festival premises - other tenants**

- Maintaining regular contact with other tenants - particularly in respect of shared service areas
- Maintaining SFF use of shared calendars for facilities such as the meeting rooms on the ground floor
- Organising and booking meetings in common areas using the common calendar, as required.

- Organising occasional social occasions with other tenants

### **Staff Induction training**

All new staff to be given initial induction including training in: database, telephones, festival website, festival timelines, premises, official equipment and computer protocols.

### **Staff Meetings**

Convening weekly (Tuesday) staff meetings, including preparation and circulation of agenda and action list (in consultation with CEO) and setting up meeting room.

### **Stationery and Kitchen Supplies**

- Responsible for ordering office stationery and kitchen supplies
- Organising after hours catering as required

### **Timeline - Smartsheet**

Maintaining the organisation timeline

### **Travelling Film Festival Support**

Assisting the Travelling Film Festival Manager, with administrative duties, mailouts and questionnaire processing, and other tasks as required

### **Travel**

Book travel for staff members as required.

## KEY SELECTION CRITERIA

The Arts Administrator must be self-starting and proactive in their approach to work, able to multitask, and possessing excellent organisational and communication skills.

### **Essential**

- Demonstrated office experience in reception, including phone-answering, correspondence and key tasks such as organising meetings, minute-taking and managing calendars
- Experience working in a team environment
- Exceptional customer service skills, coupled with a highly organised nature and excellent attention to detail
- A flexible attitude to working hours (March – June peak period of festival)
- Proficient oral and written communications skills
- Computer systems literate with experience of using Microsoft Office, Filemaker Pro, Excel, PowerPoint and Outlook with the ability to troubleshoot and train staff.
- The ability to effectively manage time in a multiple task environment with strict deadlines

### **Desirable**

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- Previous experience working in events, festivals or a cultural organisation
- Previous experience using database management tools such as FileMaker Pro or Microsoft Access
- Previous exposure to bookkeeping / accounts payable / accounts receivable administration

## CORE COMPETENCIES

**Team Focus:** Is committed and skilled at working with and assisting others to achieve positive outcomes

**Flexible:** Demonstrates a willingness to take on new challenges, roles and responsibilities and adapt positively to changing working conditions and priorities

**Self-starting:** Highly motivated to achieve, shows initiative and acts proactively to deliver excellent results without directive supervision

**Interpersonal:** Skilled at building rapport, understanding others needs and developing effective working relationships

**Resilience:** Able to persist and deliver when faced with challenges and bounces back quickly from setbacks.