

# AUSTRALIAN TAPESTRY WORKSHOP

## POSITION DESCRIPTION – OFFICE COORDINATOR

<b>POSITION TITLE:</b>	Office Coordinator
<b>HOURS:</b>	5 days per week, 9am – 5pm (4 day week is negotiable)
<b>REPORTS TO:</b>	General Manager, Director
<b>WORKS WITH:</b>	Public Programs & Exhibitions Coordinator, Development Coordinator, Front of House Coordinator.
<b>DATE:</b>	Commencing August/September 2024
<b>SALARY:</b>	\$67,000 per annum inclusive superannuation

### POSITION SUMMARY

The Office Coordinator is a key member of the ATW team, responsible for the efficient running of day-to-day office and administration tasks. Excellent organisational and communication skills are crucial to the role, which supports the smooth running of business activities.

### ROLE CONTEXT

The Australian Tapestry Workshop is an established not-for-profit arts organisation with a global reputation for creating outstanding contemporary handwoven tapestries. We are one of only a few contemporary tapestry workshops in the world and our South Melbourne studio is a centre for creative exchange, collaboration and education. We run a dynamic program of artist residencies, exhibitions, creative workshops, prizes, performances and events for a diverse public. We provide an attractive and enjoyable workplace and encourage applicants to visit Thursday-Saturday to anonymously experience the workshop in action if possible.

### KEY RESPONSIBILITIES

#### Administrative support

- Provide administrative support to the General Manager, CEO and small production and administration team.
- Manage filing systems to ensure archives, stock and administration files are accurate, up-to-date and appropriately stored.
- Maintain and update management processes to ensure systems are effective.
- Receive, process and distribute mail. Assist with campaign postal mailouts.
- Schedule monthly staff meetings, recording and circulating minutes.
- Collate business data for reporting.
- Assist Operations Manager with business analysis to identify opportunities

#### Maintain supplies and equipment

- Ensure adequate supply levels for staff, administration, and retail requirements.
- Liaise with production team to order equipment and materials.
- Ensure office equipment is in good working order and organise maintenance and repairs.
- Manage relationships with external suppliers.
- Maintain office equipment and materials.

#### IT

- Ensure the smooth running of IT equipment and software including phone system.
- Communicate with IT providers where necessary to ensure the smooth operation of the organisation.

#### Finance support

- Raise purchase orders and credit card requests.
- Bank retail takings and cheques.
- Assist with processing of donations and Friends of the ATW subscriptions.
- Reconcile petty cash and Australia Post Statement.

#### Building and infrastructure support

- Liaise with the real estate agent and contractors to oversee building maintenance.

- Liaise with security contractors to advise of any changes in onsite hours or system maintenance/updates.
- Liaise with cleaning contractors to advise of cleaning requirements.
- Manage relationships with IT contractors to maintain systems and equipment.
- Manage bins/recycling/FOGO disposal.

#### **Governance support**

- Compile and distribute bi-monthly papers to Board members.
- Set up and pack down Board meetings, including technical equipment for remote attendees or presentations and catering.
- Invite Board Directors to ATW Board meetings and other events through calendar invitations and communications.
- Support the CEO and Secretary to follow governance protocols, such as inducting new Board Directors, collecting attendance data.
- Take, compile, and disseminate minutes of bi-monthly Board meetings.

#### **Customer Service**

- Receive phone, email and postal correspondence.
- Receive and welcome guests and visitors.
- Complete online and in-person sales as required.

#### **Volunteer coordination**

- Coordinate volunteers, including tour guides, and their activities.
- Coordinate volunteer roster and time tabling.
- Arrange training and meet-ups as required.

#### **Other**

- Schedule administration and whole of team meetings.
- Take, compile, and disseminate minutes of bi-monthly staff meetings.
- Schedule, coordinate, and facilitate public tours.
- Assist team with requests as required, this may include support for exhibition preparation and presentation.
- Set alarm and ensure the building is secure each day.

#### **SELECTION CRITERIA**

- Demonstrable experience working in office administration.
- Ability to work well in a team and a proactive approach, enthusiasm, initiative and flexibility.
- Excellent organisational skills, strong time management and self-discipline.
- Excellent written and spoken communication skills.
- Experience of customer service and working with people of all backgrounds.
- IT skills in Microsoft Office, Word, Outlook and OneDrive. Proficient use of Adobe suite (Photoshop, Illustrator, Indesign) and Civi-CRM advantageous.
- Current First Aid Certificate and/or Fire Warden Training preferred.

#### **OTHER RELEVANT INFORMATION**

- This position will be subject to a three-month probation period and performance review.
- The successful applicant may be required to undergo a Victorian Police Records' check.
- The ATW is an Equal Opportunity Employer and operates a smoke-free work environment.

Applicants identifying as First Peoples, CALD, and/or living with disability are encouraged to apply. The ATW is committed to creating a fair, equitable and inclusive environment. We value diversity in the artistic community and support the rights of all people regardless of age, gender, ability, or background. If you would like to speak to someone about the role, please email [contact@austapestry.com.au](mailto:contact@austapestry.com.au) to arrange a call or meeting.

**Please address your experience and the selection criteria by sending your CV and a cover letter to Sophie Travers [stravers@austapestry.com.au](mailto:stravers@austapestry.com.au).**

Deadline for application is 5pm, 2<sup>nd</sup> August 2024. Interviews will be held in the week of 12<sup>th</sup> August 2024. Start date negotiable, preference for 2<sup>nd</sup> September or earlier.