



Position Description – Administration and Marketing Coordinator

Kaiela Arts offers an accessible exhibition, studio and social space for local First Nations artists to connect, create and share art. The centre is a welcoming environment for everyone to learn about Aboriginal cultural arts. We actively promote the south-eastern Australian Aboriginal linear art styles, which is traditional to the Aboriginal peoples of the Kaiela-Dungala region.

Position Objectives:

The Administration and Marketing Coordinator position supports the delivery of Kaiela Arts day to day operations through a range of administrative, technological and marketing tasks and provides support to the Kaiela Arts Manager, Board and staff.

Duties:

Administration and Operations

- Coordinate administration including mail, stationery, supplies (office, front of house and studio) and WH&S.
- Coordinate day-to-day operations and Kaiela Arts facilities including phone, office information technology needs such as computer and program license access, general amenity, workplace safety, artist payments, and accounts payable and receivable enquiries.
- Support gallery and studio administration associated with artwork intake, cataloguing, sales, and artist payments.
- Support studio stock and gallery merchandise management and administration.
- Assist with development of systems to manage and maintain organisation archives through remote inventory, visits to the company storage facility, in addition to managing external archive requests.
- Act as liaison between Kaiela Arts's third-party IT support and website providers, cooperating to meet technology needs of Kaiela Arts staff and cybersecurity compliance.
- Assist with induction/onboarding and offboarding of employees regarding operational processes, IT training, and hardware requirements.
- Assist Manager with the maintenance of up-to-date operational process documents, and appropriate training guides for internal use.
- Liaise with the Kaiela Arts team and other SAM precinct entities
- Support the Kaiela Arts team with the delivery of programs and events including workshops, exhibitions, special events, Annual General Meeting and organisational planning sessions.

Executive Assistance

- Provide other administrative and operational support to the Manager as reasonably requested
- Assist the Manager with annual reviews and updates to organisation policy.
- Provide operational support to the Kaiela Arts Board including assistance with assembling meeting papers and agendas, booking venues, organising catering, and maintaining records.

Marketing

- Implement delivery of organisational communications and individual event campaign marketing strategies to build the profile of Kaiela Arts and its year-round activities.
- Support digital strategy to increase engagement with Kaiela Arts' growing community across Facebook, Instagram and other relevant channels.
- Support maintenance of the Kaiela Arts website.
- Support memberships and database management, developing practices to meet business objectives, increase the database and best utilise data.
- Coordinate the design, creation and distribution of key organisational collateral including the program guide, festival report, outdoor, digital and print advertising.
- Assist the Manager with writing, proofing and editing content for marketing materials.
- Manage relationships and workflow with key service providers including media/ advertising providers, printers etc
- Support coordination of publicity including creation of press materials, coordinating press briefings, media calls, on-ground artist media scheduling.
- Assist with coordination of photographers and videographers in the scheduling, delivery and maintenance of event and organisational documentation.
- Assist with providing accurate and current communication of marketing materials with key stakeholders including artists, government, partners and presenters.
- Assist with ensuring that the requirements of stakeholders are met with regard to marketing materials; including sourcing logos, distributing materials for approval and ensuring that all contracted benefits are delivered and accurately recorded.
- Assist with collecting data for evaluation and preparing reports for stakeholders and funding bodies.

Continuous improvement

- Work with Kaiela Arts staff to identify and implement improvements across the organisation.
- Contribute actively to an organisational culture of safe working, collaboration and sustainability.

- A collaborative approach that includes mentoring and coaching of junior Aboriginal staff members to develop skills and competencies across administration, marketing and operations.

Essential Skills and Knowledge:

- Excellent computer literacy and confidence in learning and managing new online programs and systems.
- Skilled in using Microsoft Office 365 suite, particularly Outlook, SharePoint and Microsoft Teams.
- Strong planning and time management skills, with the ability to work independently, collaboratively, and take direction as required.
- Excellent communication skills.
- Resourcefulness, with a keen sense of initiative in identifying and analysing problems, systems and solutions.
- A strong interest and/or experience in the arts or the non-profit sector.
- A strong self-driven and collaborative operator with high work ethic and dedication to work under tight time frames and deadlines
- Willingness to work flexible hours.

Desirable Skills and Knowledge:

- Strong writing and design skills
- Experience with graphic design software Adobe Creative Suite and WordPress
- Experience in coordinating events and meetings
- Digitally savvy and across contemporary on-trend marketing practices
- Experience in implementing initiatives to reduce environmental impact or an interest in sustainability.

Personal Qualities:

- *Aboriginal culture:* Valuing, supporting and promoting Aboriginal culture to the Aboriginal and broader community and supporting Aboriginal leadership.
- *Relationships:* Having and valuing relationships which focus on creating value for all parties, including with other employees and stakeholders
- *Creating positive change:* Accepting the responsibility to inspire stakeholders and partners to deliver positive change which will benefit the Aboriginal community.
- *Integrity & honesty:* Acting honestly and with integrity in all dealings and including doing what you say you're going to do.
- *Performance and accountability:* Achieving superior outcomes and stretching your capabilities whilst ensuring that resources are properly and appropriately used and accounted for.
- *Pride & passion:* Demonstrating pride in Aboriginal culture, heritage and its contribution to contemporary Australian society and passion about creating a more just and socially inclusive community.

Accountability:

- The Administration and Marketing Coordinator reports to the Manager.

Conditions of Employment:

- The Administration and Marketing Coordinator role is a 3-days a week, part - time position for a period of 12 months from July 1st 2023 – June 30th 2024 with potential to extend beyond this period pending continued funding and if mutually agreed.
- Usual days of work will be Mondays to Fridays with days and times mutually agreed by the employee and employer. Flexible working hours will apply including requirement for some afterhours work (weekends and evenings from time to time).
- The National Employment Standards apply to this position.
- There is a three-month probation period.
- Applicants will be required to undergo a Police Check and have a current Working with Children Check.
- Applicants will be required to read and agree to, the Kaiela Arts Employee Handbook 2022 and the Offer of Employment Agreement.