



MEMBERSHIP AND OFFICE ADMINISTRATOR

POSITION DESCRIPTION AND HOW TO APPLY

Location	Level 1 The Gunnery, 43-51 Cowper Wharf Rd Woolloomooloo
Reporting to	Penelope Benton, General Manager
Working with	NAVA staff located in our Sydney office and interstate; key stakeholders, partners and media; NAVA Members
Position type	Annual renewable part-time 30 hour / week contract with a 3mo probation period. Flexible conditions available.
Salary details	\$60,000 pa + 9.5% superannuation + 17.5% holiday leave loading
Applications due	11:59pm Sunday 20 October 2019.
How to apply	NAVA strongly encourage applications from First Nations people, people from culturally diverse communities, people with disabilities, and parents returning to work. Please refer to the application process below.

NAVA leads advocacy, policy and action for an Australian contemporary arts sector that's ambitious and fair. Through the Code of Practice for the Professional Australian Visual Arts, Media, Craft and Design Sector, we set national best practice standards for the contemporary arts industry. Our vision – that artistic courage ignites Australian culture – drives everything we do. For more about our Membership, Professional Development and Advocacy programs, visit www.nava.net.au.

This important role spans the key priorities of NAVA's work by ensuring quality administration of our services. The position promotes best practice by supporting and processing Membership, offering advice based on the Code of Practice, and providing office administration and high-level executive support.

POSITION DESCRIPTION

1. Membership

- Support the NAVA Membership responsively through phone, email and other queries
- Process Memberships and evaluate professional status where necessary
- Keep Member records up to date
- Process Transit Insurance purchases as required
- Assist with disputes as required
- Keep NAVA website membership system functional and information up to date
- Collect statistics, enter data and generate regular reports to analyse Membership trends and needs

2. Administration

- Develop and implement administration systems in consultation with the General Manager to ensure duties are performed co-operatively and efficiently
- Coordinate agenda for staff meetings and take notes
- In consultation with the General Manager maintain the administration of the NAVA website with external website developers
- Ensure Opportunities and What's On webpages are up to date
- Monitor and order office supplies
- Coordinate and share task of collecting and dispatching mail
- In consultation with the General Manager, ensure NAVA archives are kept up to date and in order

3. Executive assistance

- Manage the Executive Director's diary including scheduling, confirmation and follow-up, as well as organising associated and supporting documentation
- Provide secretariat support to the board and executive's meetings including agendas and papers, taking minutes, maintaining records, providing confidential notes and responses to information requests, coordinating follow-up actions, and booking venues, catering, travel and accommodation
- Manage the Executive Director's travel and accommodation arrangements and accessibility requirements
- Prepare correspondence and other key briefing packs, reports and papers as directed
- Coordinate requests for information from internal and external stakeholders and provide a professional first point of contact for all enquiries
- Maintain excellent systems for recording and storing information

4. NAVA Grants

- Assist the General Manager with running the NAVA Grant schemes and assist in developing new opportunities for artists
- Respond to grant enquiries
- Process data relating to grant applications
- Co-ordinate grants assessments and applicant processing, payment and acquittals
- Keep NAVA website grants system functional and information up to date

5. Best practice

- With the Executive Director and General Manager, maintain an active knowledge of industry and regulatory changes as they may impact on the Code of Practice, and collaborate on updates
- Assist the Executive Director and General Manager with research and preparation for NAVA responses to inquiries
- Prepare new resources for the website in response to Member needs and industry issues

6. Shared responsibilities

- Contribute to NAVA's strategic planning and review in both formal and informal ways
- Collaborate on the production and facilitation of NAVA events
- Report to the General Manager on coordinating relevant budgets
- Contribute to an organisational culture of collaboration, inspiration and safe working.

SELECTION CRITERIA

1. Acute professional judgement combined with strong personal values of integrity, maturity and discretion.
2. Strong planning and time management skills, with the ability to maintain attention to detail, balance conflicting priorities and to work to deadlines.
3. High quality, diverse professional writing skills including electronic communications and reports.
4. Excellent relationship management capabilities including a confident phone manner, strong interpersonal and negotiation skills, and excellent verbal communication skills.
5. A responsive approach to anticipating needs and solve problems in identifying meeting requirements, diary issues and sensitive relationship management.
6. Experience supporting an executive manager, or experience gained in comparable roles, would be highly regarded.
7. A passion for supporting NAVA's work in championing contemporary arts.

APPLICATION PROCESS

1. After reading through this document and researching the role, when you have further questions please call Penelope Benton, General Manager on 1800 046 282.
2. Your application must consist of a one-page letter outlining your interest and suitability for the role, your statement against selection criteria, a brief CV, and the names and contact details of three professional referees – emailed as a single PDF with your name and the position title as the document's name.
3. Applications should be sent by email to pbenton@visualarts.net.au by 11:59pm on Sunday 20 October 2019.
4. After the close of applications shortlisting will quickly take place, and to be fair to all applicants, no late applications will be accepted unless arranged prior.
5. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally. We appreciate your patience in not contacting us during this time.
6. Interviews will take place on 23 October at NAVA. If you already know that you are unavailable at this time, you must mention this in your covering letter.