
Biennale of Sydney

INFORMATION PACKAGE:

ADMINISTRATION COORDINATOR

THE BIENNALE OF SYDNEY

The Biennale of Sydney is one of the longest running international biennales in the world and Australia's leading contemporary visual arts event. The Biennale is a not for profit, incorporated company limited by guarantee. Since its inception in 1973, the Biennale has delivered 21 major exhibitions, which have featured more than 1800 artists from over 100 countries. The Biennale also produces associated publications, public programs and specialised education activities for students and school groups. Most Biennale programs are presented free to the public, with visitation regularly reaching over 600,000 per exhibition.

The Biennale of Sydney offers the opportunity for an experienced administration coordinator to join a team of highly motivated, specialist staff in delivering one of the world's leading contemporary visual arts events. Working directly with the Head of Finance and Administration and in collaboration with the larger Biennale team, the successful candidate will be responsible for all aspects of office administration.

APPLYING FOR THE ROLE

Applications must be received by **5pm on Friday, 22 March 2019.**

Your application must include:

- a cover letter outlining how your skills and experience match this role;
- a separate document responding to the selection criteria;
- a current CV; and
- the names and daytime contacts of at least two (2) professional referees.

Forward to: finance@biennaleofsydney.com.au
or via post, marked 'Confidential' to:

Peter Gregory, Head of Finance and Administration
Biennale of Sydney
Level 4, The Arts Exchange 10
Hickson Road
The Rocks NSW 2000

ROLE DESCRIPTION

Position Title: Administration Coordinator
Department: Finance and Administration
Reports To: Head of Finance and Administration
Salary: \$60 - 65K package (FTE)
Contract Terms: Full-time, ending 30 June 2021.
(We would also consider a part time contract of 4 days per week)

Position Description

The Administration Coordinator is responsible for ensuring the smooth operation of the office, including managing the reception and being the first point of contact for the organisation. Other responsibilities include but not limited to staff support, maintaining office files and company records and managing office supplies. The role provides direct support to the Head of Finance and Administration with regards to HR, finances, and WHS processes.

The Administration Coordinator role requires forward thinking and planning, good organisation and time management skills, a warm personality and good people skills. The Administration Coordinator must possess the capacity to work in a busy environment during peak periods and have a flexible approach to providing general assistance across the organisation as needed.

The role requires high level of attention to detail, enthusiasm, strong sense of initiative and a proven track record in administration in a busy environment. This role would suit a recent graduate or someone who is returning to work from extended leave.

Duties and Responsibilities

Office Administration	<ul style="list-style-type: none">• Office reception duties including meeting and greeting guests, responding to general enquiries, and answering the phone.• Monitor and maintain office environment with particular attention to tidiness, the maintenance of equipment, office amenities and supplies, stationary stock.• Provide basic IT support to staff and liaise with IT service providers to ensure sufficient and consistent service levels.• Maintain Organisational Calendar.• Assist in Salesforce (CRM) data entry.• Maintain up-to-date company records and documentation.• Organise internal events, including casual functions and social events, and setup for meetings.• Provide external events support as required.• Be the point of contact for the Arts Exchange building.• Report any maintenance issues and liaising with external contractors and building managers as required.• Carry Fire Warden duties.• Process sales and distribution of catalogues and merchandise, stock control.• Responsible for incoming and outgoing mail.• Comply with organisational policies and procedures.• Contribute to increased efficiency of the daily office operations.• Promote positive culture and organisational values.
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Finance, HR	<ul style="list-style-type: none"> • Finance: Generate receipts, receive payments, basic MYOB entries, assist with MYOB coding, reconcile general office expenditures, maintain petty cash. • HR: Assist with HR processes including recruitment; facilitate staff inductions, IT set-up and Salesforce demonstration. • Assist members of the Finance and Administration team in their tasks as required.
Venues	<ul style="list-style-type: none"> • Assist with setting up site offices at BoS run venues to establish a staff base for installation period and the duration of the exhibition. Duties include but are not limited to: ensuring computers, phone and office equipment are set-up and in working order. • Assist with coordination and act as a point of contact for deliveries of materials and equipment during installation period. • Establish systems for the implementation of and recording of WHS Policies and Procedures, missing or tracking of lost children and incident reports at BoS run venues.
Work, Health and Safety (WHS)	<ul style="list-style-type: none"> • Coordinate the record management of risk assessments for exhibition delivery and duration. • Coordinate the record management of incident reports for BoS run venues. • Coordinate and chair the monthly WHS Staff Sub-Committee meetings. • Coordinate and chair the monthly Access Staff Working Group meetings. • Assist in the research and review of organisational policies. • Participate in the Work Health and Safety activities of the organisation. • Take reasonable care of own health and safety and that of other personnel (including volunteers and interns) who may be affected by your conduct.

Key Performance Indicators	<ul style="list-style-type: none"> • Efficient operation of the office. • Administration deadlines are met. • Contribution to the improvement of office processes and procedures. • Up-to-date company records and documentation • New staff members are welcomed in the organisation • Finance and Administration team is supported
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SELECTION CRITERIA

Essential Criteria

- Demonstrated experience in administration with the capacity to identify and implement workplace procedures .
- Excellent interpersonal skills with the ability to effectively communicate to diverse groups of stakeholders, staff, volunteers and the public.
- High level of organisation, with proven ability to manage multiple tasks in an environment of changing priorities and strict deadlines.
- Capability to work effectively in a team, but have the initiative and focus to work autonomously on specific tasks.
- Experience and competence with various software tools including Office 365, Adobe, and Salesforce

Desirable Criteria

- An interest in the Creative Arts and/or Not-for-Profit environments.