

NATIONAL FOLK FESTIVAL

Administration Officer

DUTY STATEMENT & SELECTION CRITERIA

Position Outline



Reports to: Managing Director

Position type: Part Time (60 Hours per fortnight)

Duration: To 30 June 2012 (with provision for extension)

Remuneration: \$39,000.00 Per Annum pro rata + 9% SGC

Overview of Duties:

- Provide a first point of contact between the community and the Festival
- Assist the Finance Manager in processing financial transactions
- Order stationary and supplies for the festival office
- Supervise the Festival Office Volunteer Team
- Provide support to other staff members as necessary

The Administration Officer reports to the Managing Director and the Finance Manager and plays a central role in supporting the day-to-day operations of the National Folk Festival Office and the running of the Festival.

The Duties of the position set out below will form the basis of selection criteria for the position and the basis on which.

Duties

Administration

- The Administration Officer is the first point of contact with the Festival. This involves; answering phone calls, servicing the info email address and greeting people when they come to the office.
- Maintain the Contact management and mailing list databases.
- Maintain the list of Company and board members
- Maintain the office induction manual
- Conduct stationary orders as necessary.
- Maintain the contact list of staff and board.
- Create word and excel documents
- Provide assistance to other staff members on projects

Finance

The Administration officer may be asked to assist the Finance Manager in the following:

- Processing financial transactions
- Conducting reconciliations of accounts
- Processing Payroll
- Maintaining the Ticket sales system

- Assist with the collation of supporting documents for the annual Audit

General

- As part of the management team identify and develop timelines and checklists for the different streams of festival operations (eg; performers, stalls, ticketing, marketing etc).
- As part of the management team be involved in the forward planning for the company and the Festival.
- Treasury, Audit, Bank Fees etc) and the overall Festival budget.
- As a team member attend regular staff meetings and follow-up requested actions.

APPLICATION SUBMISSION

All applications must include

1. A covering letter stating your intention to apply for the position and addressing the selection criteria listed below.
2. A current CV.
3. Information for 2 Referees. (Name, Title and Organisation, Relationship to applicant, contact telephone, contact email address)

Please email completed applications to: md@folkfestival.org.au

Applications must be received by **Monday 9 January 2012**

SELECTION CRITERIA

General Statement

The National Folk Festival is a successful event because it harnesses the skills and energy of many people including a large and diverse volunteer base; the applicant who fills this position will be expected to work closely with and at times assist in coordinating teams.

The Festival is seeking a highly motivated and organised individual for this position. The Festival also aims to develop its employees and will consider an applicant who may not have qualifications but who has the capacity to develop in the position.

The festival occurs over Easter, (5-9 April in 2012) and the audit for the 2010-2011 Financial year will be held in August. The successful applicant will need to be able to learn quickly in an on-the-job environment.

Selection Criteria - Essential

1. Demonstrated Communication Skills

The successful applicant will have well-developed written and oral communication skills. The successful applicant will be able to communicate

professionally and effectively with a diverse community of volunteers, colleagues, stakeholders, sponsors, and staff. The role requires patience, tolerance and compassion as well as the ability to assert boundaries where appropriate.

2. Demonstrated ability to work with minimum supervision and produce results consistently and quickly

The nature of the position is often deadline-driven. It is important that the Administration Officer has the ability to remain calm and clear-headed under pressure and is self-motivated and able to work unsupervised during both busy and quiet times during the year.

3. Ability to Develop and Work within a Budget

It is essential that the Administration Officer has a demonstrated ability to operate within a budget.

4. Demonstrated Ability to Work as a Part of a Team

The success of The National Folk Festival past and future is dependent upon the hard work, commitment, skills and cohesiveness of its operational team.

This team includes both paid staff and a large number of volunteers. The applicant must have a demonstrated ability to work well in a team environment of which festival on-site treasury is an intrinsic and crucial element.

5. Capacity to develop policies

While the Managing Director and Board has overall responsibility for policy setting, the applicant must be able to assist in this process where it pertains to finance and be able to identify the potential impact of policy changes, whether these are initiated internally or brought about by legislative changes.

6. Demonstrated Administration and Computer skills

The National Folk Festival operates in a Mac environment. The applicant must have the confidence and experience to perform a variety of administration tasks utilizing the Microsoft office suite of applications. The successful applicant will also be expected to perform tasks using the Festivals accounting program (MYOB) and the Festivals database software (File Maker Pro). On the job training will be provided for these applications as necessary.

Selection Criteria - Desired

7. Management or supervisory experience

It is preferred that the successful applicant has had previous experience in a management or supervisory role of small to medium teams.