
Position Description

Title: Program Administrator

Status: Full Time

Start Date: February 2016

Remuneration: In the range 45-50K by negotiation

Reports to: Executive Officer

Direct Reports: Nil

Purpose of the Role

Contribute to the achievement of organisational goals through effective administration of the professional development program for artists and artworkers, young artists, educators and creative communities.

Job Summary:

Under the direction of the Executive Officer, the position is responsible for planning, coordination and administration of the Association's core program, comprising scheduled and 'by request' professional development services and activities for artists and artworkers, young artists, educators and creative communities. This annual program delivers workshops, residencies, webinar training and projects to metropolitan, regional, rural and remote Queensland. Key clients include local government, schools, youth services, cultural organisations, community services et al.

Duties and Responsibilities

Under the direction of the Executive Officer to:

- Contribute to organisational planning
- Contribute to planning of annual professional development program
- Coordinate recruitment and selection of touring artist/ facilitators
- Preparation of workshop/residency/project outlines
- Coordinate delivery of program bookings
- Costing and quoting on "by request" program enquiries
- Coordination and administration of Connecting Arts to School Curriculum (CASC) Program
- Administration of the Small Schools Mentoring Program (SSMP)
- Liaison with artists, schools and clients
- Booking and scheduling of travel and accommodation
- Preparation and distribution of itineraries
- Coordination of evaluation surveys, data collection and feedback for internal reports
- Database management
- Other relevant duties as directed

Knowledge, Skills, and Abilities

- Strong organisational and administration skills including database entry and management
- Knowledge of the visual and media arts
- Knowledge of project coordination procedures including budget preparation
- Knowledge of the education and/or training sector including the Australian National Curriculum
- Knowledge of modern office procedures and methods including telephone communications,

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- office systems and record keeping.
 - Knowledge of modern business communication, including style and format of letters, memoranda and reports
 - Advanced proficiency with a PC computer and various software packages including Windows and MS Office including Word, Excel, Access and Outlook.
 - Ability to create and edit PowerPoint presentations as participant resources
 - Ability to liaise and work effectively with diverse service providers and client groups
 - Ability to work fluently between multiple tasks
 - Ability to establish priorities, work independently and proceed with objectives without supervision
 - Ability to handle and resolve recurring problems
 - High level interpersonal communications skills with exceptional customer service ethic
 - Ability to work in a team

Credentials and Experience

Essential

- Broad knowledge of visual and media arts practice
- Knowledge of contemporary education policy and practice
- Experience in high level administration and logistics coordination
- Experience in workshop or project coordination

Desirable

- Qualifications in Education and/or training
- Experience facilitating online workshops and seminars
- Knowledge of Regional Queensland

Selection Criteria

- First class customer service ethos
- Knowledge and experience in the visual arts
- Exceptional organisational and time management skills
- Experience in administration and logistics coordination
- Experience in workshop/project coordination and facilitation
- Knowledge of/experience in the education/training sector
- High level communication skills
- Team spirit

Applications addressing the above selection criteria along with covering letter and CV should be sent to: Executive Officer, Flying Arts Alliance at admin2@flyingarts.org.au

Applications close: Tuesday 12 January 2016

(Please Note: the Flying Arts Office will be closed from 23 December 2015 until Monday 11 January 2016)