

POSITION DESCRIPTION

Job Title	Administration and Marketing Coordinator
Reports to	Executive Producer
Location	Cnr Bell St & St Georges Rd Darebin Arts Centre, Preston VIC 3072
Salary Details	\$50,000 to \$53,000pa, pro rata
Position type	EFT 0.6, 3 days per week, days to be negotiated
Employment duration	One year contract, starting as soon as possible, with possibility to extend.
Entitlements	Standard superannuation, work cover and leave conditions apply, in addition to salary. Some out of hours work is expected.

About Speak Percussion

Speak Percussion (*virtuosic & adventurous* – New York Times) is one of Australia’s leading arts organisations; it employs Australia’s finest creative percussionists and has a 22-year history of commissioning, performing and creating award winning new work. Ranging from solo concerts to massed sound events, Speak Percussion’s projects are ambitious, risk-taking, interdisciplinary and are presented throughout the world in concert halls in prestigious contexts.

For more information about the company and what we do see the following two websites:

<https://speakpercussion.com/>

and

<https://soundsunheard.com/>

About the Position

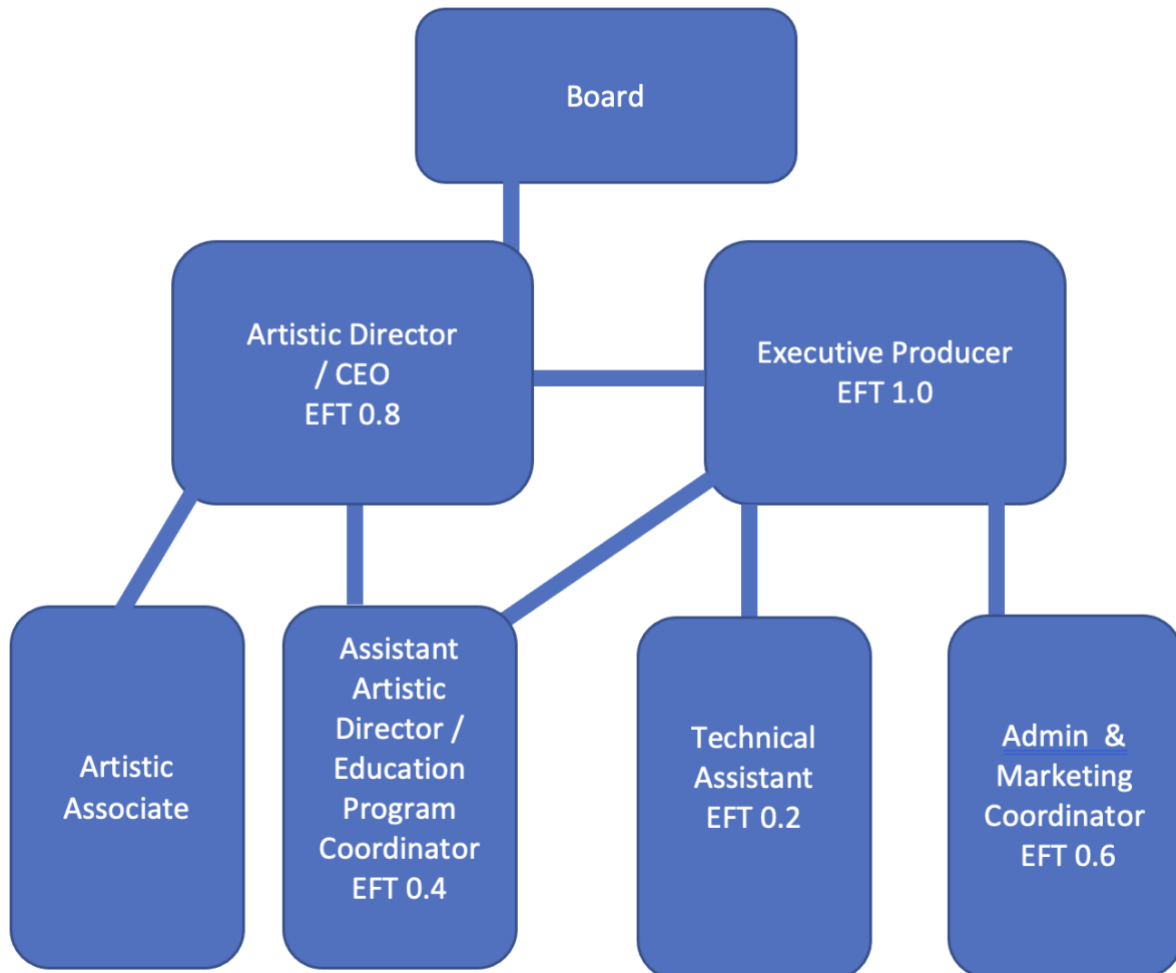
The Administration and Marketing Coordinator will work closely with the Executive Producer to coordinate the operations, marketing and communications of the organisation.

This role will be responsible for all administrative functions, undertaking certain marketing, promotional activities and some general event and production work as required.

Speak Percussion’s strong position as a small-to-medium organisation, with a significant international reputation, provides a great opportunity for an art administrator to further develop their skills within a dynamic, growing company.

Location: Speak Percussion has an office at Darebin Arts Centre and studio facility at 33 Kemp Street in Thornbury.

Reporting Lines



Duties

Administration

- In conjunction with the Executive Producer, develop and maintain systems and procedures to ensure the smooth running of the organisation,
- In conjunction with the Executive Producer, prepare and administer all performer, creative and technical contracts,
- Assist the Executive Producer with annual reporting requirements,
- Assist the Executive Producer with Human Resource record keeping,
- Minute keeping and managing action items arising from staff meetings,
- Assist the Executive Producer in servicing the Board,

- File management and archiving processes, both digital and hard copy,
- Database management,
- Management of company calendar
- Liaising with suppliers, contractors and venue/office management staff.

Marketing and Promotions

- In conjunction with the Executive Producer, oversee the annual marketing activities including drafting media releases, collating materials for promotional activities, deliver marketing materials to presenting partners,
- Collate all media/publicity about Speak Percussion and our projects,
- Assist Executive Producer and Program Coordinator in developing and delivering evaluation processes for our community and student participation programs,
- In conjunction with the Executive Producer, manage the social media accounts, including writing and distributing regular e-news,
- Manage and maintain the websites – speakpercussion.com and soundsunheard.com,
- Manage the image, audio and video bank,
- Manage VIP and invitation lists.

Funding and Fundraising

- In conjunction with Executive Producer, research new funding and philanthropic opportunities, including maintaining a database of programs available,
- In conjunction with the Executive Producer, prepare funding submissions to government bodies, foundations and philanthropics,
- In conjunction with the Executive Producer, collate and prepare acquittals and reports.

Program Support

- In conjunction with all staff, assist with researching and securing venues and production requirements for smaller, local presentations,
- In conjunction with the Executive Producer, manage and deliver front of house duties as required,
- Assist with event management and programming activities as required.

Selection Criteria

- Demonstrated professional experience in arts or cultural administration

- The proven ability to effectively coordinate the administrative functions of a small team
- Self-directed, self-motivated and able to work with minimal supervision
- High-level computer literacy working in Mac and Google Workspace environments
- Excellent oral and written communication skills
- An understanding of working as part of a small team in a not-for-profit organisation

Personal Characteristics

- A genuine passion for contemporary performing arts, with an interest in music
- Thrives in a dynamic and changing environment and can prioritise accordingly
- Ability to discuss and resolve problems using creativity and originality
- Consistency and attention to detail
- A positive and enthusiastic demeanour

Applications should include an up-to-date C.V. (including references) and a cover letter addressing the Selection Criteria submitted as a PDF via email to Executive Producer, Ashley Dyer at Speak Percussion – ashley@speakpercussion.com by COB Friday the 16th September.

Interviews will be conducted after hours on Thursday 22nd and Friday 23rd Sep 2022 at Darebin Arts Centre or via Zoom. If you are unable to make either of these dates, please state this in your application.

For enquiries regarding this role or Speak Percussion please contact Ashley Dyer on 0402 847 386 in working hours or ashley@speakpercussion.com