



Position Description (independent contractor)

## Administration and Events Assistant

<b>Service requirements:</b>	Production Assistance and Administration for the Shepparton Festival, fixed-term contract.
<b>Contract duration:</b>	August 2023 – April 2024, inclusive with possibility to extend.
<b>Fee for services:</b>	\$40 per hour

### Hours

There will be peaks and troughs in workload. During the festival itself some work hours are likely to be outside core business hours (e.g., attendance of evening or weekend SAFI events). Peak times are usually late-October, November, and January through to mid-April, when you may be required to work up 20+ hours a week. Troughs occur from May through to December when you may be required to work only a few hours (no more than 1 day) per week.

### Introduction

The Shepparton festival (the “Festival”) usually operates over 17 days in March and/or April annually. Now in its 28th year, the festival brings the community together to celebrate our culture, history, art, and the region’s strengths. This fosters a sense of ownership and belonging among community members while making Shepparton a desirable place to live and visit.

Shepparton Arts Festival Inc. is committed to supporting artists in the development and presentation of new work by ensuring there are opportunities for collaborations between emerging and established artists to create engaging works in a variety of venues across the region. The festival embraces who we collectively are and seeks to foster the development of a shared identity. It invites audiences to look at their region positively and to be inspired by the festival experience. It encourages connections to the environment and with each other, and challenges artists, community groups and organisations, as well as businesses to engage with each other. Together, we share the benefits of a more vibrant Shepparton across cultural, organisational, and professional boundaries.

**Shepparton Arts Festival Inc. (“SAFI”)**

**ABN: 36 494 948 700**

**Contact: Kristen Retallick 0410 952 647**



### **Service description**

Reporting to the Festival Director (FD), the Administration and Events Assistant (AEA) provides high-level administrative and events management support to the FD, and SAFI committee. The AEA also provides some artist liaison support to program providers and partners.

#### **1. In the lead up to and during the festival**

You will be required to:

- Answer and/or triage enquiries received via the phone, website, and social media, and escalate to FD as appropriate
- Provide FD a weekly report of the types of enquiries (e.g., any trends identified that could be clarified via social media/website update)
- Program guide:
  - Proof-read and provide feedback to FD
  - Coordinate distribution of printed program guides and poster around Shepparton and other towns in GV region
  - Maintain a tracker of guide/poster distribution
  - Add event information to SAFI website (training will be provided to you for this task)
  - Add event information to ticketing platform Humanitix (training will be provided to you for this task)
- Upload festival events to GSCC's events page (after guide finalised)
- Support FD with logistical arrangements (e.g., book catering, venues, accommodation, buses, and equipment)
- Support SAFI media representative as required (e.g., social media content)
- Attend SAFI events where required

#### **2. General**

- Oversee and maintain the SAFI's website content to make sure it is current and accurate and initiate/arrange for updates as appropriate
- Oversee SAFI's cloud-based filing system to ensure all documentation is accurately and logically filed
- Help to organise and inventory SAFI's old files
- Maintain and update SAFI's contact databases (e.g., sponsors, volunteer, artists, customer, venues, logistic businesses etc)
- Manage SAFI's ticketing system and supply status reports and updates as required (training will be provided to you for this task)
- Train festival event organisers (e.g., La Trobe University) in the use of SAFI's ticketing system
- Oversee the contract management tracker (contracts with funding partners, SAFI contractors and sub-contractors)
- Other tasks identified, discussed, and agreed to with the FD



3. Monthly committee meetings and Annual General Meeting (AGM)
- Attend monthly committee meetings (usually held 18:30-20:30 on the first Wednesday of each month)
  - Attend AGM
  - For each of the above meetings:
    - Draft minutes for FD to be able to review, finalise and circulate within 2 working days of meeting
    - Book venue and catering
    - Manage invitations and RSVPs
    - Arrange the printing of the agenda, previous annual report, and financial statements (if required)

#### **Personal Attributes**

- Excellent interpersonal skills and good written and verbal communication skills;
- Positive and enthusiastic approach to work;
- Ability to work unsupervised and to prioritise workload;
- Collaborative and flexible approach to problem solving; and
- A love of events and/or the arts.

#### **Skills and Experience**

- Extensive experience in an office environment with exposure to broad administration duties
- Computer literate with comprehensive skills in Word, Excel, social media. MS project would be an advantage.
- Experience with event management and website support would be an advantage.

#### **Conditions of Contract**

- This is a fixed term contract commencing August 2023
- If you anticipate that your work hours will exceed 10 hours a week during peak times defined above or exceed 1 day a week during trough times, then this should be discussed with and agreed to by the FD first.
- You will have the option to work flexible hours at home or in the Shepparton Festival Office but will also be required to attend regular team meetings in the Shepparton Festival Office, particularly during the festival peak times already defined.
- As an independent contractor, you are expected to have an ABN (Australian Business Number), a Working with Children check, relevant insurances and to supply your own mobile phone, transport, internet, and computer.
- Submit monthly invoices to the FD during the first week of each month, together with a timesheet that outlines a summary of time spent/tasks performed



### To Apply

Email your Curriculum Vitae and a cover letter that addresses the Position Description to [director@sheppartonfestival.org.au](mailto:director@sheppartonfestival.org.au) by Wednesday 23rd August, 2023

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