

## **Shepparton Arts Festival Inc. (SAFI)**

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## **Position Description (Independent Sub-contractor) Finance and Administration Assistant**

**Service Requirements:** Financial and General Administration for Shepparton Festival.

**Contract Duration:** August 2024 – August 2025, inclusive.

**Fee for Services:** \$15,000

**Hours:** Work is expected to be completed in roughly 1 - 2 days per week on a flexible basis. There will be peaks and troughs in the workload throughout the year, which will be managed by the contractor. Work outside office hours may be required.

**Location:** Shepparton

**Reporting to:** Festival Director (FD)

### **THE ROLE**

The Finance and Administration Assistant provides logistical and administrative support to the Festival Director and Shepparton Arts Festival Inc. Committee. The role also includes artist liaison and support to program providers and partners.

## **MAIN DUTIES/RESPONSIBILITIES**

### **Assistance with Festival Marketing materials including:**

Proof-reading and providing feedback to FD.

Coordinate distribution of printed materials and maintain records.

Add event information to a range of digital platforms including, but not limited to SAFI's website; Ticketing platform Humanitix; and Greater Shepparton City Council's events page.

### **Financial and Logistical Support:**

Provide invoices to bookkeepers to ensure timely payment of accounts.

Assist with logistical arrangements for programs (e.g., book catering, venues, accommodation, buses, and equipment).

Support SAFI media representative as required (e.g., social media content).

### **SAFI Committee Support:**

Assist with preparation for monthly committee meetings and AGM including:

- Create action lists from minutes and forward to committee and FD for follow-up.
- Book venue and catering.
- Manage invitations and RSVPs.
- Arrange printing of agenda, annual report, and financial statements if required.

Attend SAFI AGM and record minutes for provision to FD for reviewing and distribution to members.

### **Artist Liaison and Program Provider Support**

Liaise with artists, producers and service providers to ensure timely receipt of accounts.

Train external festival event organisers in using SAFI's ticketing system.

Liaise with artists and program providers to ensure they access media and marketing support from the Shepparton Festival Media & Marketing Coordinator.

Oversee the contract management tracker for artists and program providers.

### **General Administrative Duties**

Answer and/or triage enquiries via phone, website, and social media, escalating to FD as appropriate.

Provide FD with a weekly update on work.

Oversee and maintain current and accurate SAFI website content (training provided)

Manage SAFI's cloud-based filing system for accurate and logical documentation.

Organise and inventory SAFI's old files.

Maintain and update SAFI's contact databases.

Manage SAFI's ticketing system and provide status reports (training provided).

Perform other tasks as identified and agreed upon with the FD.

## **SKILLS & EXPERIENCE**

### **Skills**

Excellent interpersonal, written, and verbal communication skills.

Proficiency in: Microsoft programs (specifically OneDrive, Outlook, Word & Excel); social media platforms; and Xero accounting software.

## **Experience**

### Essential

Extensive experience in an office environment with broad administrative duties.

Previous experience in:

- a community organisation;
- a not-for-profit organisation;
- events; or
- an arts organisation.

### Desirable

Previous experience with:

- project management software;
- event management and website support.

## **PERFORMANCE GOALS**

Work unsupervised and prioritise workload to meet deadlines.

Approach problem-solving collaboratively and flexibly.

Deal with all Shepparton Festival stakeholders and other personnel in a warm, friendly and professional way.

## **CONDITIONS OF CONTRACT**

This is a fixed-term contract commencing July 2024.

Option to work flexible hours at home or in the Shepparton Festival Office, however attendance is expected at regular team meetings in the Shepparton Festival Office, especially during peak times.

As an independent contractor, you must have an ABN, a Working with Children check, relevant insurances, and supply your own mobile phone, transport, internet, and computer.

Submit monthly invoices to the FD during the first week of each month, along with a timesheet outlining time spent and tasks performed.

While carrying out work for SAFI, the contractor is expected to uphold the values of SAFI and will be required to agree to SAFI's Code of Conduct, all Policies and Procedures.

## **SELECTION CRITERIA**

1. Strong administrative, organisational, and interpersonal skills.
2. Highly developed written and verbal communication capabilities.
3. Proven ability to work independently and as part of a team.
4. Experience working with arts, events, or community organisations is desirable.