

Administration Coordinator – Shepparton Festival

Position Description

Employment Type: Part-time (1 day per week (0.2 EFT))

Location: Shepparton, Victoria (Hybrid work arrangements may be considered)

Reports To: General Manager

About the Shepparton Festival

The Shepparton Festival is a dynamic, multi-disciplinary arts festival that brings together artists, audiences, and communities to celebrate creativity and culture in the Greater Shepparton region. The festival showcases diverse artistic expressions, fosters local talent, and provides a platform for storytelling and community engagement.

Position Summary

The Administration Coordinator plays a crucial role in supporting the smooth operation of the Shepparton Festival. This role provides administrative assistance, supports artistic programming, coordinates volunteers, manages enquiries, assists with media and marketing, and ensures accurate reporting. The Administration Coordinator works closely with the General Manager, Artistic Director, and other key stakeholders to ensure the festival's success.

Key Responsibilities

1. Administrative Support

- Provide general administrative support to the General Manager and Artistic Director.
- Maintain accurate records, databases, and filing systems.
- Assist with correspondence, scheduling, and document preparation.
- Support the organisation of meetings, taking minutes where required.

2. Artistic and Event Support

- Assist the Artistic Director in liaising with artists and coordinating artistic program logistics.
- Support event planning, scheduling, and communication with participants.
- Ensure artist and event information is accurately recorded and maintained.

3. Reporting and Compliance

- Assist in preparing reports for the Board, funding bodies, and other stakeholders.
- Maintain compliance documentation, including risk management and volunteer records.
- Support grant reporting and acquittals in collaboration with the General Manager.

4. Enquiry and Stakeholder Management

- Manage general enquiries via email, phone, and social media.
- Support communication with artists, partners, and community groups.
- Act as a key point of contact for volunteers and assist in their engagement.

5. Media and Marketing Support

- Assist in the coordination of marketing and social media campaigns.
- Support social media content creation and scheduling.
- Assist with the distribution of promotional materials and festival information.

6. Volunteer Coordination

- Recruit, train, and coordinate festival volunteers.
- Maintain volunteer rosters and schedules.
- Ensure volunteers are supported and engaged throughout the festival.

Selection Criteria

Essential:

- Strong administrative and organisational skills.
- Excellent written and verbal communication skills.
- Experience in stakeholder engagement and enquiry management.
- Ability to manage multiple tasks and work independently.
- Proficiency in Microsoft Office, Google Suite, and basic database management.
- Attention to detail and ability to maintain accurate records.

Desirable:

- Experience working in an arts, events, or community organisation.
- Familiarity with the Shepparton region and its cultural landscape.
- Experience in volunteer coordination.

Employment Conditions

- This is a part-time position (1 day per week).
- Flexible working arrangements may be negotiated, including hybrid work.
- Some evening and weekend work may be required during the Festival period.
- Salary \$65,000 pro rata

How to Apply

Interested candidates should submit a cover letter of no more than 2 A4 pages addressing the selection criteria, along with a CV, to tim@rocketshop.com.au by 9 May 2025.

For further information, please contact Tim Winkler via email on tim@rocketshop.com.au or phone on 0409 551 743.