



TEN DAYS ON THE ISLAND MANAGER ADMINISTRATION POSITION DESCRIPTION

REPORTING LINE:	CEO
LOCATION:	MAKERS' WORKSHOP BASS HWY BURNIE
REPORTS:	ADMINISTRATION SUPPORT STAFF (CASUAL)
CONTRACT PERIOD:	FULLTIME JULY 2018 – JUNE 2021

OVERVIEW

Ten Days on the Island (Ten Days) was established by the Tasmanian Government in 2000 to develop and deliver a state-wide cultural festival of national significance that provides opportunities for Tasmanian artists and companies to present their work to a wider audience and for the Tasmanian community to be exposed to national and international artists and companies of the highest quality, and assists in building Tasmania's legacy of expert professional arts infrastructure.

The biennial festival celebrates Tasmania's island culture and offers a platform on which to profile and promote Tasmania's innovative, creative and resourceful character and unique cultural identity. Ten Days brings international recognition for Tasmania and demonstrates how the arts can positively influence a community's perception of itself and the image it projects to the world.

PURPOSE OF THE POSITION

Reporting to the CEO, the Manager Administration is responsible for organising office operations and procedures and managing the day to day operations and activities of Ten Days, ensuring efficient and effective systems and processes are in place to service the company and its business and provide support to the Finance Manager.

KEY RELATIONSHIPS

Internal

- CEO
- Artistic Director
- Senior Managers
- Finance Manager
- Ticketing Services Manager
- Bookkeeper
- Administration casual staff

External

- Business partners and service providers

DUTIES AND RESPONSIBILITIES

Finance Administration

- support the Finance Manager - managing bank accounts, online banking, foreign transfers, Ten Days' credit cards, petty cash, monthly bank reconciliations, and the Ten Days' festival and other events' box office, bar and event reconciliations
- oversee the Ten Days' bookkeeping functions ensuring that all transactions are entered appropriately and in a timely manner, including invoicing and payments, reconciliation of creditors and debtors, and
- with the Bookkeeper, manage the payroll for all staff and contractors, including salary reconciliations, superannuation contributions, and the processing of staff expense claims

Compliance & Contracts

- with the CEO, manage all of Ten Days' insurance requirements, including but not limited to: public liability; workers' compensation; management, directors' and officers' liability; and volunteer, business property, and event insurance
- with the Finance Manager, ensure the timely renewal of registrations and production of reports and other requirements of Arts Tasmania, the Australian Taxation Office (ATO), the Australian Charities and Not-for Profit Commission (ACNC), the Register of Cultural Organisations (ROCO), and others as required - including quarterly BAS statements, GST reporting, quarterly PAYG returns
- manage an effective organisation-wide contract system, and in collaboration with the Senior Management Team, oversee the delivery of all Ten Days' contracts, including, but not limited to: staff and contractors, artists, arts companies, government agencies, corporate partners, venues, vendors, suppliers, and lease arrangements
- oversee all general office contracts including for telephone, IT, cleaning, garbage and recycling services

Human Resources (HR)

- manage policies and administration of Ten Days' HR, maintaining records relating to the employment of all Ten Days' staff and contractors, including employment contracts, staff induction, wage and salary payments, timesheets, tax forms, superannuation, bank account set-up, leave and/or time-off-in-lieu (TOIL) accrual, computer and email accounts, security and key registry, and parking, and ensure that all such matters are managed in the strictest confidence
- review and manage HR procedures in accordance with Ten Days' HR policies, current legislative requirements, and in accordance with industry best practice
- ensure that the Ten Days' Staff Handbook and any other Ten Days' policies and procedures manuals are kept up to date and, in collaboration with Senior Management team, followed by all staff
- with the CEO and Senior Management Team, manage the recruitment and selection of new employees, including advertising, applications, interviews, and employment contracts
- work with senior Management Team to ensure individual staff performance plans, assessment and review processes, and training and development plans are in place and that staff performance reviews (as required) are scheduled and completed in a timely manner

Customer Service, Ticketing and Box Office

- act as the primary point of contact in the Ten Days' Burnie office, answering and responding to general enquiries by telephone, email and post, and greeting visitors to the office
- support the Ticketing Services Manager and team to ensure effective implementation of the Ten Days' ticket sales strategies

Board and Board Committee Administration

- in collaboration with the CEO, support the administration of the meetings of Ten Days' Board and Board Committees, including the coordination of schedules, distribution of agendas and reports, and arranging venue and catering
- maintain all Board and Board Committee records, including terms of office and corporate documentation and meeting and AGM minutes
- support CEO to ensure adherence to all reporting obligations with respect to the Board

Staff Management

- supervise of the work of additional admin support staff if required

General Administration

- participate in a post-Ten Days' Festival evaluation, contributing to the evaluation of the effectiveness of strategies, budgets, staffing, and an analysis of overall outcomes with recommendations for future festivals
- coordinate staff meetings, including the distribution of agendas and minutes
- manage building maintenance, post-office box registration, website domain registration, security system, telephone and IT network contracts, and storage inventory
- ensure all office equipment (computers, telephones, printers and photocopier) is maintained in good working order ensuring weekly back-up procedures for record/data systems
- ensure all office, kitchen and cleaning supplies are refreshed as needed

GENERAL

- carry out all duties with due regard to confidentiality
- work collaboratively with all Ten Days' staff and work to ensure open and clear communication is maintained across the organisation
- attend and contribute to Senior Management Team meetings and staff meetings
- in consultation with the CEO and Senior Management Team develop and maintain all administrative, operations and finance-related records, filing and archival systems and contact databases, especially with respect to all financial institutions, auditors, funding partners, donors, corporate partners, government agencies, vendors and suppliers, and customers
- attend Ten Days' events and functions as required
- undertake any other tasks as reasonably requested by the CEO

KEY INFORMATION

- This position is based at Ten Days' HQ in the Makers' Workshop in Burnie
- The successful candidate will be appointed to a fulltime contract with remuneration and conditions to be negotiated
- The contract is modelled on and supports Ten Days' employment policies

WORK HEALTH & SAFETY, EQUAL OPPORTUNITY, DISCRIMINATION & HARASSMENT

Ten Days on the Island is committed to high standards of performance in relation to Workplace Health and Safety and Equal Employment Opportunity. Our staff will maintain zero harm working conditions and practices. Our organisation promotes and upholds principles of fair and equitable access to employment and professional development. Ten Days does not tolerate any form of harassment or discrimination. All staff will comply with company policies and procedures. Ten Days values respectful, harmonious professional relationships within a dynamic working environment and ensure all staff behaviours enable these values.

WORK HOURS

Normal office hours of work will be 9 am to 5 pm with a daily lunch break of one hour; some out of hours work will be required during the lead up to and throughout the 2019 Festival.

TIME IN LIEU

Ten Days has a Time in Lieu (TOIL) policy for full-time PAYG staff members of six months' duration or longer. TOIL policy details will be found in your contract of employment along with the process of accruing and using TOIL.

ANNUAL AND SICK LEAVE

Subject to the terms and conditions of the employment contract, the Employee will be entitled to holiday leave accrued proportionally at the rate of four weeks of annual leave for every 52 weeks worked. No leave loading will be paid.

SELECTION CRITERIA:

Essential:

- Demonstrated and significant experience in managing administration functions in a complex and dynamic environment
- A positive and mature attitude with a high level of self-awareness, self-motivation, initiative, emotional intelligence, good humour and resilience
- Demonstrated commitment to delivering a high standard of customer service and to working collaboratively in a team environment
- Demonstrated project and time management skills and experience
- Demonstrated understanding of, commitment to and application of staff achieving and maintaining high standards of risk and WHS management

Desirable:

- Experience/understanding/working knowledge of working in an arts and/or festival environment
- Tertiary qualifications in a related field

HOW TO APPLY

Please address the Selection Criteria as succinctly as you can, giving recent examples to illustrate your experience.

Email your response to the Selection Criteria, your current CV and a brief cover letter to jane.haley@tendays.org.au

Please write ADMINISTRATION MANAGER APPLICATION in the subject line of your email.

Applications must be received by **5PM TUESDAY 17 JULY 2018**.

If you have any questions about the role or the application process, call Jane Haley 0413 620 724