

## Position Description Programs Administration Officer

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<b>Title of Position</b>	<b>Programs Administration Officer</b>
<b>Type of Appointment</b>	<b>6-month contract at 15 hours per week (0.4 FTE)</b>
<b>Responsible to</b>	<b>Artistic Programs Manager</b>

### OVERVIEW

Guildhouse works with artists, craftspeople and designers, government and industry to build skills and knowledge. Together, we create opportunities for meaningful, sustainable careers in the creative sector.

As the peak body for artists, craftspeople and designers in South Australia, Guildhouse engages and supports artists with creative and career development programs such as Australian and international residencies, mentorships, one-on-one advice, tailored business skill development, network development and exhibition opportunities.

Guildhouse presents a thriving program of events and initiatives, partnering with South Australia's key institutions such as Art Gallery of South Australia, University of South Australia, Flinders University Museum of Art, Musuem of Economic Botany and more. The Guildhouse Programs Administration Officer plays an important role in supporting the delivery of artistic and career development initiatives in conjunction with the Guildhouse team and our external partners.

Working closely with the Artistic Programs other Guildhouse staff, our members, facilitators and presenters, the Programs Administration Officer will support the smooth and successful delivery of our programs and initiatives through supporting program administration, artist liaison, documentation, event assistance and coordination.

The Programs Administration Officer will support program delivery across the breadth of Guildhouse's program offering including Catapult mentorships, The Collections Projects, Artworks, skill development programs, the Guildhouse symposium, etc.

You will demonstrate a good connection to contemporary artistic practice and great relationships with artists and practitioners, strong interpersonal skills, written and verbal communication. You will also have experience working within a team, sound project and time management skills with demonstrated attention to detail and the ability to work with independence.

### BACKGROUND

Our vision is for creative professionals to have sustainable careers and the contribution they make to our rich cultural environment be recognised and valued by our community.

Guildhouse is a not-for-profit incorporated association with a 50+ year history. We have over 900 members

across diverse areas of contemporary practice and all stages of career as well as arts organisations, businesses and Guilds.

- We build careers
- We foster excellence
- We take the arts outside of the arts
- We create and nurture opportunities for our members
- We believe in a strong creative sector for all
- We believe in fair pay for artists

Our programs strive to develop artistic and professional excellence, supporting the professionalisation of artistic practice. We develop and promote opportunities that take artists out of their traditional studio practice and support them to extend their work through collaboration, research and experimentation in new environments, and develop new work that is presented to new and diverse audiences.

Our creative and career development program is essential to our membership and engagement with the sector.

#### KEY RESPONSIBILITIES

1. Preparing and administering artist and speaker contracts, maintaining accurate records.
2. Coordinating program invoices and accurate record keeping.
3. Facilitating images, bios and documentation.
4. Program administration; coordinating venues, licenses, equipment, online booking processes and evaluation.
5. Supporting preparation of program related data, acquittal reports and documentation for funders and communication purposes.
6. Providing administrative support to the Artistic Program Manager as required.

Some out of hours work will be required.

#### KEY ATTRIBUTES AND CAPABILITIES

1. Strong interpersonal and communication skills
2. Dedication to excellent service, time and budget management
3. Project management skills
4. Proficiency in various software and management systems
5. Good connections to artistic practice in South Australia
6. Trusted, authentic and self-aware.

## SELECTION CRITERIA

### Essential

1. Tertiary qualifications and/or demonstrable experience in visual arts/arts administration or related area.
2. Demonstrated experience in the administration of a program or project delivery
3. Excellent time management and organisation skills with a strong focus on detail
4. Excellent written, verbal and communication skills
5. Demonstrated experience liaising with artists
6. Demonstrated ability to work effectively within a small team

### Desirable

1. Experience in preparing grant applications and acquittal reports
2. Experience in writing and editing arts content