

SAMAG COORDINATOR JOB DESCRIPTION – 2012

Closing date for applications: Friday 17 February 2012
Salary: \$1000 per month plus super for approx 40 hours per month
Start date: Monday 26 March 2012
For more information on SAMAG visit the website www.samag.org
Telephone (message only during business hours)

Applicants should provide a covering letter, CV and address the selection criteria and position description. Please provide the details of 2 referees.

Email applications to : info@samag.org

DESCRIPTION

SAMAG is a not-for-profit organisation aiming to provide a forum for discussion and raise awareness of current issues for arts professionals. SAMAG provides professional development for arts managers to improve their knowledge and skills through the presentation of monthly seminars that address topics and issues of interest to arts and cultural workers.

The SAMAG committee is seeking an enthusiastic and organised part time coordinator. The coordinator position is the only paid position within the organisation and therefore is one of the keys to holding the committee together. The main duties include administration, coordinating monthly committee meetings, processing membership, website management, promotion of seminars and being the central point of contact for the committee members and enquiries.

Essential: Excellent time management and organisational skills, high level of computer literacy including website and database management, self-motivated, ability to work unsupervised, and strong initiative.

Desirable: Knowledge and/or experience of the not-for-profit arts sector (multi artform) or education and training issues is an advantage. Access to a car and driver's licence is an advantage.

The position is part time (approx 40 hours per month) and the timing is relatively flexible. The successful applicant will need to provide a home office space to manage their work. Attendance at one meeting a month (Thursday afternoon) and one seminar per month (Monday evening) in the Sydney CBD is essential.

DETAILED DESCRIPTION OF POSITION

ADMINISTRATION

- Carry out all administrative tasks necessary for the smooth running of the organisation.
- Handle all correspondence for SAMAG (in consultation with Committee).

Sydney Arts Management Advisory Group **E** info@samag.org **T** (02) 8250 5722 **W** www.samag.org **P** PO Box 18, Leichhardt NSW 2040

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- Be main point of contact for SAMAG.
- Be main point of contact between SAMAG, Arts NSW, Australia Council for the Arts and the City of Sydney.
- Produce SAMAG funding applications in conjunction with Committee.
- Complete SAMAG funding acquittals in conjunction with Committee.
- Additional duties as assigned from time to time.

COMMITTEE MEETINGS (third Thursday of the month)

- Prepare and circulate all meeting-related materials through email and Virtual Office
- Coordinate meeting time and location.
- Take minutes at committee meetings.
- Present Coordinator's report at meetings.
- File all minutes and papers.
- Follow up Committee members for actions where required.

MEMBERSHIP

- Maintain SAMAG membership records and database.
- Conduct annual membership drive
- Produce ongoing and annual membership breakdown reports.

SEMINARS (last Monday of the month, except December and January)

- Liaise with seminar leaders (SAMAG Committee members) and speakers on all aspects of seminar, including AV requirements, venue requirements, travel requirements, etc.
- Liaise with Australia Council regarding all venue arrangements.
- Liaise with sound operator, SAMAG writer, SAMAG Photographer and Auslan interpreter as needed
- Maintain RSVP list
- Set up and run registration desk and refreshments.
- Coordinate Committee members for seminar duties

SEMINAR FLIERS

- Liaise with seminar chair for final flyer
- Lay-up text into flier template
- Circulate for Committee in word and pdf format
- Duplicate for website text and upload onto SAMAG website
- Make copies for event prior

MARKETING

- Establish and nurture relationships with like-minded organisations to lift the profile of SAMAG within the arts sector
- Promote SAMAG membership
- Develop and maintain appropriate marketing mailing and email lists

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WEBSITE MANAGEMENT

- Maintain SAMAG website and e-newsletter list.
- Liaise with website host regarding issues
- Maintain SAMAG's social media presence on Twitter, Facebook and LinkedIn
- Work to grow the audience for these channels for SAMAG
- Ensure consistency and integrity of digital media communication, positioning SAMAG as Sydney's pre-eminent place for arts professionals and protecting its brand
- Deploy the e-newsletter to SAMAG's database prior to each seminar campaign