



Australian Festival for Young People Inc.

Position Description:
ADMINISTRATION COORDINATOR
(f/t \$40-\$45000pa)

The Australian Festival for Young People (Come Out) is an independent Incorporated Association funded by the South Australian Government through the South Australian Youth Arts Board, Arts SA and the Department of Education and Children's Services. It is responsible for producing the biennial state wide Come Out festival.

Vision

The Australian Festival for Young People inspires and challenges the young people of South Australia to create and view the arts and to be lifelong contributors to the creative and cultural life of their communities.

Mission

Develop and deliver an innovative, collaborative and internationally recognised multi arts festival that engages young people across South Australia through their schools and communities.

Key Result Areas

Core Goals

Artistic Excellence in Programming	➔	Present arts experiences of the highest quality available for children and young people
Education in and through the arts	➔	Provide quality festival experiences through diverse education sites and youth agencies
Strategic and Creative Partnerships	➔	Forge strong collaborative relationships with key stakeholders
Effective Communication	➔	Develop the profile of the festival and levels of participation
Leadership, Governance and Management	➔	Maintain a creative, effective and viable organisation

Position Overview

The Administration Coordinator will be responsible for the efficient operation and maintenance of AFYP's administrative systems. The Administration Coordinator will work closely with and report to the General Manager as well as liaising with other festival departments and staff under the direction of the General Manager. The Administrative Coordinator will also be responsible for a small number of special projects as assigned by the General Manager.

1. Key Duties and Responsibilities:

Reception

- Be the first point of contact for the Australian Festival for Young People
- Respond to and efficiently resolve as required general enquiries from internal and external contacts.
- Administer general website enquiries.

Financial

- Maintain accurate records of administrative budget expenditure, prepare cheque requisitions, invoices and, monitor orders received and maintain all associated financial documentation.
- Be responsible for keeping records of all financial transactions of the organisation through its MYOB accounting system
- Assist the General Manager as directed to develop budgets and support other departments by setting up and budget tracking documents as required.
- Prepare financial reports as required by the General Manager including end of month financial reports to be provided to the Board in consultation with the General Manager in accordance with operational guidelines.
- Prepare financial acquittal reports as required.

Central Information Systems

- Maintain AFYP's central database of suppliers, internal and external contacts and, as required, modify or develop these systems.
- Maintain and develop accurate and accessible current filing systems including both hard copy and digital systems.
- Assist the General Manager to induct staff to AFYP's central information systems as required including the central database, Microsoft Outlook and filing systems (digital and hard copy)

Board Administration

- Prepare and distribute minutes for the AFYP Board.
- Prepare and distribute financial reports to the Finance Subcommittee of the AFYP Board and AFYP Board
- Prepare and distribute minutes from Finance Subcommittee meetings as required.

Information Technology

- Oversee Information Technology according to company needs and liaise with IT suppliers and developers.
- Induct staff into AFYP's IT systems.

Administration

- Maintain the AFYP office and ensure a tidy and efficient workplace at all times.
- Provide administrative assistance as required including typing, faxing, photocopying, correspondence and filing.

- Undertake research as required by the General Manager including quotes, contacts, sourcing materials and resources.
- Coordination and allocation of tasks for office-based volunteers.
- Coordinate bookings for training and travel as required.
- Coordinate travel and accommodation itineraries for artists and core staff.

General

- Other duties as required

SELECTION CRITERIA

- Strong IT skills with demonstrated experience in using Microsoft Office, Excel, MYOB and Filemaker Pro (or similar data management software)
- Strong understanding of financial management and budgeting, and experience in preparing financial statements for a Board and funding bodies
- Experience in the arts industry or the not for profit sector
- Good communication skills, both written and verbal
- Excellent administration and time management skills, including Board administration
- Commitment to and interest in the young people and the arts sector