

Ausdance NSW

www.ausdancensw.com.au

Job Description

Applications close **Sunday 16 July**
Interviews **Friday 21 July**



Role Projects Officer
Salary Range 50-58k pro rata 3 days + 9.5% super (with a view to increase to 4 days pending project funding)
Contract Till the end of 2018 (with option to renew pending on-going funding)
Reports to Manager, Ausdance NSW with regular communication to the Director
Travel There will be some travel and occasional after hours work required.

Ausdance NSW is the Peak Body for dance for NSW. We are part of the Ausdance Network, we provide advocacy, programs and services for dance, since 1977.

Overview

This is a key role within the organization that manages projects and office administration. To work with the dance sector, the broader arts sector and other Key stakeholders to develop dance for NSW in line with the organisations strategic plan and KPI's. You will be an integral part of a small, dynamic and effective team consisting of:

Director	f/t shared with Ausdance Vic
Manager	f/t for NSW only
Arts Media and Marketing	f/t shared with Ausdance Vic
Finance	p/t and a host of contracted artists for specific projects

Personal Characteristics

- Team player and able to work unsupervised, in a leadership role
- Solutions driven
- Clear communicator
- Patient and pragmatic
- Reliable and responsible
- Excellent interpersonal skills
- Analytical and an observational thinker
- Confident in knowledge of the NSW dance sector; be well informed of issues, opportunities and trends that affect the dance sector
- Confident in understanding and responding to all our stakeholders needs

To apply – please address the following Criteria in two pages (no more than 3)

Criteria

- Excellent organisational and administrative skills with an eagle eye for detail
- Excellent written and verbal communication skills
- Exceptional computer skills, e.g. word, excel, etc
- Demonstrated management and delivery of events and projects.
- Demonstrated experience in creating projects and opportunities in response to needs of the dance sector and organisation with the ability to design, implement and deliver them
- Ability to manage multiple on-going tasks and projects whilst meeting tight deadlines
- Minimum 5 years experience working in project management and admin, ideally in the dance/arts sector, articulating the full project cycle: planning, development, identified grants, engagement and evaluation work, including project timelines, scheduling, budget, management of project staff and delivery of projects and events)
- Ability to communicate well with artists, key stakeholders and the wider community

Desirable

- Relevant tertiary qualifications in dance, arts or a related field.
- Image editing and design skills in Photoshop or similar.
- Web management and CRM/CMS experience.
- Experience in working with a range dance/arts environments.
- Tech savvy
- Curious and tenacious in finding solutions

Role Responsibilities

Project Management, Advocacy, and development

Manage key projects, membership, and organisational admin in order to support and assist the dance sector.

Examples: DAIR, Innovating Dance Practice grants, Australian Dance week, Bridge dance intensives, Dance Educators workshops, Beyond the Training and Glance at Dance industry networking nights. Professional development; classes, sector round table discussions, creative business workshops, Artists support and advice, forums, and a First Nations program for Indigenous artists.

- Work with the Director, Manager to achieve the organisation's vision and goals via its strategic plan.
- Identify, develop and deliver metropolitan and regional projects with the Manager /Director, based on consultation and needs directly articulated by the sector
- Deliver and continue to improve and develop existing key Ausdance NSW program and projects as outlined above
- Develop, manage and deliver professional development programs for artists
- Hold meetings with artists, studios, teachers, organizations and companies as appropriate
- Assist member artists and companies with grant applications where appropriate
- Inform the Manager & Director of any perceived gaps or trends in the sector
- Contribute to overall project evaluations, board and funding reporting requirements
- Be responsible for all aspects of identified projects and events you are leading on
- Recruit and induct relevant creative / project staff as needed with the guidance of the Manager

Marketing & Communication

Work collaboratively with the Arts Media Marketing Officer to:

- Produce outgoing communications via enews and social media to best showcase the creative outcomes of dance locally, regionally and nationally
- Create collateral pertaining to program, events and projects delivered through Ausdance NSW
- Communicate clearly with the Ausdance Network

Ausdance NSW Membership

This role is the lead administrator and driver for membership (engagement with artists)

- Be the regular contact for membership with Ausdance NSW
- Lead the team to understand and manage memberships through our CRM system
- Communicate regularly with members (targeted and effective communication)
- Create events, opportunities and relevant information for Ausdance members
- Increase membership & benefits for members via our membership engagement strategy
- Report on and manage new and renewing members

Operational and administration

- Responsible for operational and office management.
- Respond to general enquires as first point of contact
- Input into funding applications/acquittals, as required by the Manager
- General administrative assistance to Director, Manager including reporting and support to panels for assessments

Applications must include written response to selection criteria, a current curriculum vitae and a cover letter, attention to Kiri Morcombe at manager@dance.net.au

Should you have any questions regarding the role, our strategic plan, strategic framework our key priorities, key dates of delivery etc, please contact:

Kiri Morcombe,

Manager, Ausdance NSW

P: 02 9256 4800

E: manager@dance.net.au