



Artback NT

ABN 72 598 610 340

Artback NT acknowledges the
Traditional Owners of Country
on which we work and travel.

Level 2, Harbour View Plaza
8 McMinn St, Darwin City NT 0800
GPO Box 535, Darwin NT 0801
+61 8 8941 1444 | artbacknt.com.au

Artback NT is the Northern Territory's visual and performing arts touring agency

Connecting people and place through arts development and touring

Artback NT is looking for a dynamic individual to take on a multi tiered administrative role within the organisation.

This position offers variety, challenges and opportunities to show initiative.

Artback NT offers a great work environment and you will be part of a small, friendly and committed team based in Darwin but which operates across offices in Darwin, Alice Springs and Borroloola

POSITION DESCRIPTION

ADMINISTRATOR – 20 hours per week

SALARY RANGE: \$35.00 per hour plus
9.5 % Superannuation contribution
Workcover contribution
Pro rata - 6 weeks annual leave and 10 days sick leave

REPORTS TO: Executive Officer, Artback NT

LOCATION: Artback NT Office,
Harbour View Plaza
8 McMinn Street, Darwin NT 0800

QUALIFICATIONS and EXPERIENCE

The Administrator will have a focused approach to day-to-day operations.

It is also highly desirable for the Administrator to have a passion for arts and culture.

This position will work across the organisation in collaboration with the Executive Officer and Program Managers. It is essential successful working relationships are established and maintained.



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RESPONSIBILITIES:

Operations

- Provide high-level administrative support to the Executive Officer and other Artback NT staff
- Provide administrative support for touring programs
- Provide project management assistance to all staff including with key project budgets and travel logistics

Artist Liaison

- Be responsible for artist liaison, setting up and maintaining partnerships and support for the Taiwan Indigenous Artist residency project

Communications

- Support with social media where required and general marketing and communications
- Update and maintain Artback NT's database of contacts, including the potential implementation of new systems

Administration

- Act as an interface/ first point of call when in the Artback NT office
- Provide ongoing operational maintenance and ensure a high standard of office administration
- Support the book-keeper by ensuring that staff credit cards have all requisite invoices and required supporting documentation
- Be responsible for managing contact with Telstra and our IT providers to ensure the smooth running of operations across all our offices
- Be responsible for setting up a filing system for our images and other audio visual support material
- Project manage the rehousing, maintenance, development of the Artback NT archive
- Participate as a member of the Artback NT staff team, in all staff and organisational meetings and planning where possible
- Maintain internal office procedures and systems as directed including filing and record keeping systems both hard copy and PC based
- Perform any other duties as delegated and negotiated with Executive Officer

Evaluation

- Coordinate evaluation across the organisation using Culture Counts

Visual Arts

- Support the installation and de-installation of Darwin based visual arts exhibitions including condition reporting, crating and logistics as required

Reports to: Executive Officer, Artback NT

Applications must specifically address all the selection criteria below and should outline relevant work history and experience.

You will also need to provide three professional referees with your application.

All applications are to be sent via email to Louise Partos, Executive Officer. If you have any queries please contact eo@artbacknt.com.au | 0421 744 269

Applications must be submitted by c.o.b. Monday 24 February

Selection Criteria

The ability to work effectively individually and in a team environment

Sound administrative skills and a proven ability to meet deadlines

High level computer, written and oral communication skills

The ability to multi task and prioritise

Demonstrated capacity to understand the needs of an organisation that works cross-culturally

Knowledge of the arts sector