

Position title: **Administration Coordinator (3 days per week)**

Reports to: Administration Manager

Key internal relationships: Program Producer, Production Manager, Marketing & Communications Manager, CEO

Term: June 2023 - June 2024

The Administration Coordinator will work closely with the Administration Manager to oversee the administrative systems and operations of the Naomi Milgrom Foundation and provide logistical and organisational support across the Foundation's flagship projects, including MPavilion and Richmond Power Station.

As part of a dynamic team working in a creative industry, this role requires a proactive person comfortable with multi-tasking, managing competing deadlines and with excellent attention to detail.

Proficient literacy and numeracy are essential as the Administration Coordinator supports the Administration Manager in drafting proposals, reports, key stakeholder correspondence and awards submissions.

Key responsibilities

- Provide support in the administrative and operational requirements and office logistics of NMF and its flagship projects.
- Assist in the recruitment of seasonal staff, including scheduling interviews and preparing casual contracts.
- Assist in the management of award entry submissions, including completing submissions, identifying new award opportunities and ensuring application deadlines are met.
- Provide support in the implementation of the NMF Reconciliation Action Plan, and track deliverables.
- Provide support in the implementation of NMF's CRM (Salesforce) and manage the stakeholder and collaborator databases to support stakeholder communications.
- Manage travel arrangements, team cultural activities, bookkeeping requirements, data entry including invoices, and general office administration.
- Assist in the management of NMF's outgoing grants, including preparing agreements & updating grant tracking documents.
- Organise team meetings and ensure accurate minutes are recorded and distributed as required.
- Assist the Administration Manager and program team to finalise and publish proposals, reports and acquittals.
- Assist in the onboarding of new staff members.
- Other duties as directed by the Administration Manager.

Essential skills include:

- Previous experience in an arts, creative industry or related not-for-profit organisation
- Excellent copywriting and organisational skills
- Microsoft office, including Word and Excel
- Experience in coordinating office administration
- Capacity to manage multiple deadlines & take initiative
- Excellent attention to detail
- Good humour

Desirable skills/experience:

- Experience managing a CRM (eg. Salesforce)
- An interest in art, architecture and design

Key Selection Criteria

- Administration experience, with previous demonstrated experience coordinating administrative systems
- A skilled communicator, the ideal candidate will work closely with other team members to liaise with funders, key stakeholders, collaborators, and partners
- Applicants should possess relevant qualifications and training equivalent to an undergraduate degree
- Demonstrated ability to work both independently and seamlessly within a team environment
- An ability to problem solve, a can-do attitude and confidence working across multiple projects
- At all times display empathy, with dynamism, in their internal and external relationships

As an organisation that champions diversity and is committed to providing an inclusive, supportive and safe workplace we strongly encourage applications from people that are First Nations, CALD, BIPOC, living with a disability, LGBTQIA+, and from other minority communities.

If you are interested in applying, please email a cover letter and CV to apply@mpavilion.org.

Applications close **5pm, Thursday 15 June**.