



## **Position Description: Programs Coordinator**

### **Reports to: Director**

### **Positions Responsible for: Coordination of all established programs, with a focus on Membership and the Youth Program calendar**

The Programs Coordinator works closely with the Director to ensure successful outcomes in the delivery of Denmark Arts' business operations and community arts programs. This is a challenging but rewarding roll, communication is key to survival of all staff. Join our great team, we support one another, laugh, positively review all projects, especially where we can do better, drink lots of tea and have a really fabulous time doing what we love!

### **Business Operations**

- Coordinate annual membership and programs with the support of the team
- Prepare programming budgets in consultation with the Director
- Write, secure and acquit relevant program funding
- Ensure effective development and implementation of all programs
- Provide regular program updates to the Director and team
- Recruit artists and manage relevant contracts and agreements
- Coordinate the delivery of hospitality and bar services for Denmark Arts programs

### **Community Arts Programs**

- Coordination of Live Music and Small Gigs program
- Coordination of iconic festivals
- Coordination of Memberships
- Ensure all programs are delivered, documented and evaluated.

### **Consultation and Engagement**

- Ensure regular consultation with members and arts community
- Contribute to ongoing review and improvement of programs
- Communication with festival artists, youth and membership

### **Financial Administration**

- Receive money, maintain payment systems and cash handling procedures
- Reconcile accounts and manage budgets with Finance team
- Work with the Finance team to ensure all program income and expenditure is effectively processed and accounted for

### **Membership Coordination**

- Coordinate project/event specific membership offers
- Continue membership drive

### **General**

- Contribute to an effective and positive team culture in the workplace
- Be part of the creativity and ongoing vibrancy of Denmark Arts
- Contribute to implementation of organisational policies and procedures
- Keep accurate records and ensure appropriate archiving activity

- Provide front desk customer service support as required
- Contribute to operational grant applications and reporting requirements

**Funding Dependent / Strategic Projects**

- Development and coordination of Denmark Arts youth advisory group
- Coordination of Denmark Arts youth program

**Publicity, Marketing and Communications**

- Maintain and update Denmark Arts' website and social media platforms
- Contribute to promotional activities.
- Contribute to the monthly e-newsletter
- Design and distribute posters and marketing material

**Skills**

- Knowledge of Microsoft Office and Google Drive will be an advantage
- Understanding of Canva
- Wix website knowledge will be an added advantage, but not essential
- Availability to increase hours during Festival time, yet have time off post festival to re-group
- Minimum 2 years experience coordinating large and small events
- Grant writing skills
- Time management and ability to coordinate multiple projects
- Have RSA, Working with Children Check or be willing to get them if you got the job (bonus to be an Approved Manager)
- Hard worker and attention to detail

If this sounds like you please email Abbie Pedersen, Director of Denmark Arts  
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