

Denmark Arts Council Employment Opportunity

Administrative Officer



Denmark Arts Council Inc.
The Artshouse
2a Strickland St
Denmark, WA, 6333
(08) 9848 3623
www.denmarkarts.com.au

Administrative Officer

We are looking for a friendly, efficient, suitably skilled person to hold the critical role of front desk and administrative support.

Selection Criteria

- High level organisational and multi-tasking skills
- Ability to work as part of a team
- High level of initiative and ability to work independently
- Ability to work under tight time lines and leading into events
- High level interpersonal skills
- Good written communication skills
- Strong time management skills
- Proficiency in MS Word and Excel, and ideally webpage content management and social media
- Good overall computer and internet skills
- Experience handling money
- Enthusiasm for the arts and community in Denmark

Denmark Arts Council**Job Description: Administration Officer****Reports to: Business Manager****Hours: 15 hrs/week**

The position is responsible for the administration and first point of contact for the general public for Denmark Arts.

- First point of contact with general public including answering/directing enquiries
- Liaison in relation to membership
- General administration: mail, filing, maintaining stationery and office supplies, maintaining tidiness of office, presentation of public areas etc.
- Oversee venue and equipment hire, key register, alcohol stock
- Maintain databases (in conjunction with the Marketing Manager)
- Maintain and analyse information within IMS System
- Maintain media file
- Receive and bank money; check online banking and ticket purchases on PayPal; occasional MYOB data entry as directed; Maintain petty cash register
- Promotion in coordination with the Marketing Officer - assist with mailouts, email bulletins, organisational/project profile within town (e.g. noticeboards)
- Coordinate volunteers when required (smaller events)
- Administrative Support for projects/events
- Online Ticketing administration
- Project support
- Other duties as directed by the Artistic Director or Business Manager