

## JOB AND PERSON SPECIFICATION

<b>Title of Position:</b>	Arts Administration Trainee
<b>Type of Appointment:</b>	Full Time Contract
<b>Term of contract:</b>	Fixed Term 12 months
<b>Remuneration:</b>	In accordance with the National Training Wage
<b>Line Management:</b>	Manager, Arts Programs

## JOB AND PERSON SPECIFICATION APPROVAL



25 / 09 / 2017

Chief Executive  
Carclew Inc.

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## ORGANISATION SUMMARY:

Carclew's vision is: A CREATIVE STATE and its mission to ignite the arts and kick start careers for young South Australians. We believe children and young people are, innately, analysts, commentators, problem solvers, collaborators, and critical thinkers who bring curiosity and imagination to their art making.

All staff are engaged for whole-of-organisation purpose to meet the following goals:

- **Goal #1 Leadership**  
Anticipate and create the future as a benchmark organisation
- **Goal #2 Artistic Vibrancy**  
Be ambitious, relevant and responsive
- **Goal #3 Presence**  
Be recognised as an important and integral part of SA cultural life
- **Goal #4 Accountability**  
Ensure strong governance, sound finances and great people

All Carclew staff are subject to the Carclew Employment Clearance for Working with Children Policy as a condition of employment. All Carclew staff must comply with organisational policies and procedures.

## POSITION SPECIFICATION

### 1. Summary of the position

As a member of the Carclew Arts Program team, the Arts Administration Trainee will assist in the effective delivery of all projects within the department. At times, the Arts Administration Trainee will undertake specific project or administration related duties in other program areas.

The Arts Administration Trainee will be supported to achieve a Certificate III in Business during the term of employment.

All Carclew staff undertake internal and external mentoring.

### 2. Reporting/Working Relationships

The Arts Administration Trainee reports to the Manager, Arts Programs and works closely with other Carclew staff as directed.

### 3. Key accountability and functions

- Provide support for a range of administrative tasks for Arts Programs
- Assist with the preparation of materials for meetings and attend meetings as required.
- Assist with note and minute taking and distribution
- Assist with the maintenance of files – electronic and hard copy
- Assist with project administration and record keeping
- Assist in developing and delivering workshops
- Assist with general event and project planning
- Front of House reception relief as required
- Other duties as required

## PERSON SPECIFICATION

### ESSENTIAL Knowledge/Skills/Abilities/Personal Attributes

- Knowledge of and/or passion for the arts
- Strong understanding and knowledge of Australian Aboriginal and Torres Strait Islander history, contemporary issues, arts and culture
- Possess drive, enthusiasm, persistence and creativity
- Ability to listen and understand instructions
- Clear and effective verbal and written communication

- Ability to provide a high level of accuracy and detail in administration and data entry
- Ability to determine priorities and organise work to meet deadlines
- Able to operate effectively and efficiently under supervision
- Able to exercise discretion in dealing with sensitive information and issues
- Possess sound computer skills including Microsoft Word, Excel and Outlook
- Commitment to working with children and young people
- Ability to be flexible and adapt to changing situations and priorities
- The appointee will be required to provide a Relevant Screening Certificate for working with children

#### **DESIRABLE Knowledge/Skills/Abilities/Personal Attributes**

- Experience in an office environment
- Current First Aid Certificate
- Driver's Licence

#### **SPECIAL CONDITIONS**

- Some out of hours work may be required
- Regional travel within South Australia may be required
- Overtime is not applicable however time off in lieu can be accrued (up to 10 hours) over a four week period and must be taken within the next four week period

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**Acknowledged by Appointee** \_\_\_\_\_ **Date** \_\_\_\_\_

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