



Next Wave
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POSITION AVAILABLE: ADMINISTRATION & OPERATIONS COORDINATOR

Next Wave is looking for an enthusiastic, organised and systems-oriented **Administration & Operations Coordinator** to support day-to-day business operations at our North Melbourne headquarters and Brunswick-based venue.

This role is suited to an arts organiser with a background in administration and project management, who can use their clear communication skills and friendly professional demeanour to deliver efficient administration and venue operations support.

The **Administration & Operations Coordinator** will be enthusiastic about contemporary art and culture, and possess an understanding of and empathy for the needs of independent artists in Australia and the context they operate in. They will make a positive contribution to the success of Next Wave as a cultural enterprise by overseeing office administration and digital platform maintenance across our business, while supporting the smooth running of Brunswick Mechanics Institute through liaising with hirers and assisting with event operations.

Next Wave is an equal opportunity employer. Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.

Please read the Next Wave **Administration & Operations Coordinator** Position Description for the full list of accountabilities, tasks, key competencies and selection criteria.

Role	Administration & Operations Coordinator
Currency	0.8 FTE (4 days per week)
Locations	Next Wave Office – 4/5 Blackwood St, North Melbourne, and Brunswick Mechanics Institute – 270 Sydney Road, Brunswick
Remuneration	\$52,000 pro rata (plus 9.5% superannuation)

Applications are due by 11:59pm (AEDST) Sunday 10 March 2019.
Please submit your application via Recruiterbox as one single PDF document.

Applications must include:

- A two-page document that speaks to the Key Selection Criteria listed in the Position Description
- A CV that **MUST** include contact details for 2 current referees
- Please note: it is not necessary to include a cover letter

Enquiries about the position can be directed to Lauren Clelland, Business & Operations Manager on (03) 9329 9422 during business hours.

We can also be contacted via the National Relay Service. Call 133 677 or head to relayservice.com.au, then ask for 03 9329 9422, during business hours.

Applicants must be available for interviews on Wednesday 13 March and Thursday 14 March 2019.

Please confirm your availability for an interview in your written response.

Interviews are held at the Next Wave Office in North Melbourne; we can also conduct interviews via Skype if required.

POSITION DESCRIPTION

Role:	Administration & Operations Coordinator
Currency:	0.8 FTE (4 days per week)
Locations:	Next Wave Office – 4/5 Blackwood St, North Melbourne, and Brunswick Mechanics Institute – 270 Sydney Road, Brunswick
Remuneration:	\$52,000 pro rata (plus 9.5% superannuation)
Purpose of role:	The Administration & Operations Coordinator is a key role that supports business and operations activity at the Next Wave Office and Brunswick Mechanics Institute. In making a positive and significant contribution to the success of Next Wave as a cultural enterprise, this position contributes to the day-to-day operations at both business locations, overseeing office administration and digital systems maintenance while also assisting with venue enquiries and event operations at Brunswick Mechanics Institute.
Reporting line:	<ul style="list-style-type: none"> Business & Operations Manager (B&OM)
Key interfaces:	<ul style="list-style-type: none"> Next Wave – Director/CEO, General Manager, Creative Producer, Program & Operations Manager – Brunswick Mechanics Institute, Associate Producers, Producers-in-Residence, volunteers and interns Brunswick Mechanics Institute – Moreland City Council contacts, venue casual staff, venue hirers and contractors, volunteers and interns External contractors, including Next Wave's Business Systems Consultant and IT support providers
Specific accountabilities and tasks:	<p><i>Office Administration & Venue Support</i></p> <ul style="list-style-type: none"> Oversee the administration of the Next Wave office and maintain office business systems including regular digital platform and CRM maintenance Import ticket sales and event attendance data into CRM as needed, and assist with data cleaning and other tasks where appropriate Audit, develop and update key administration documents and resources, under the direction of the B&OM, including asset registers at both locations Support the B&OM in finalising and archiving previous festival/major project files and documentation, as needed Assist with responding to and managing venue enquiries at Brunswick Mechanics Institute Assist the Program & Operations Manager – Brunswick Mechanics Institute with key venue tasks including data collation, hirer inductions and compliance administration as required Contribute to the maintenance of digital systems at Brunswick Mechanics Institute <p><i>Human Resources</i></p> <ul style="list-style-type: none"> Assist the B&OM and/or other relevant staff in recruitment administration, as required Work with the B&OM on administration related to the on-boarding and induction of new staff, including email account setup, calendar synchronisation and digital systems access

	<p><i>Finance</i></p> <ul style="list-style-type: none"> • Assist the Program & Operations Manager – Brunswick Mechanics Institute with invoicing hirers • Contribute to maintaining cash handling processes and policy at Brunswick Mechanics Institute • Assist with reconciling bar and ticketing income at Brunswick Mechanics Institute during periods of public presentation • Support B&OM and bookkeeper with processing accounts payable in Xero on a fortnightly basis • Undertake other basic book-keeping related tasks, as necessary <p><i>Information Technology</i></p> <ul style="list-style-type: none"> • Liaise with external contractors to ensure the smooth running of Next Wave's IT systems and hardware • Coordinate the maintenance and repair of IT issues within the Next Wave office as they arise • Oversee purchasing and software upgrades for office computers, as necessary
<p>Key Competencies and Selection Criteria</p>	<ul style="list-style-type: none"> • Demonstrated experience in overseeing and maintaining administrative processes within an organisation or major project context, to a high level of detail • Demonstrated ability to identify problems and contribute solutions to improving business and/or administration systems in an organisation or major project context • Experience in event delivery and understanding of event management principles • Excellent written, verbal and inter-personal communication skills and the ability to liaise with a diverse range of people including artists, staff, local government representatives and other key stakeholders • Ability to work as a vibrant and contributing member of a small team • Ability to manage a large work load and work under pressure to meet deadlines • Commitment to Next Wave's mission and values <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Experience with basic book-keeping and accounting practices, ideally using the Xero accounting platform • Experience in assisting with or overseeing venue operations • Experience with Microsoft Office administration including Office 365 and Windows server software