

Salamanca Arts Centre

Position Title	The Administration & Marketing Assistant (Part Time + 12 months Fixed Term)
Direct Reporting	Operations Manager & Marketing Manager
This Position also works with	CEO, Venues Manager, Buildings & Facilities Manager, FoH & Admin Coordinator, SAC Technician.
Status and FTE	Fixed Term: Until 29 November 2026 Part Time: 20 – 25 hours p/week

SAC's Purpose & Mission

Salamanca Arts Centre's Purpose and Mission is to enable artists to create new works, to enable artistic entrepreneurship, and, through respect, guidance and inspiration, to foster connections between art and audiences.

What SAC is and does

SAC also manages a suite of arts venues including the Peacock Theatre, Long Gallery, the Founders Room, Sidespace Gallery, Kelly's Garden, Courtyard, Top Gallery, Studio Gallery and Lightbox. Our venues showcase SAC's curated and programmed events as well as our Access Program's community and independent performances, exhibitions and other arts events and projects.

Operating parallel to the management of the buildings and venues, SAC works with local, interstate and international artists, working across all art forms, to conceive and develop new works, and to present those works to local and visiting audiences.

Operational Environment

Salamanca Arts Centre is a not-for-profit organisation governed by a board of up to nine non-executive directors who set the strategic direction for the organisation. It is managed by a CEO who delivers strategy and oversees the management and administration of all aspects of the organisation.

Whilst this position is based in Hobart it is expected that this position may require some state-wide or interstate travel from time to time to ensure that the incumbent has access to proper professional development opportunities.

Salamanca Arts Centre works to be a valued and vibrant arts hub where creativity and opportunities should prosper, where artists are valued and supported, where audiences are valued and inspired and where diversity is respected.

Salamanca Arts Centre is also a heritage tourist attraction, providing community facilities and engagement, presenting and facilitating arts and cultural programs and projects, supporting resident arts businesses and cultural organisations that combine to contribute to Tasmania's cultural and general economy, employment and income base for artists and arts-based small businesses.

Organisational Culture

SAC recognises that those who choose to work in the Arts are motivated by creativity and passion, and SAC pursues its Purpose & Mission whilst operating within a flexible team-based environment in which being part of a team is necessary, and SAC seeks to attract staff who understand the values required to be part of a successful team.

There is an emphasis on cross-skilling and team-based project development and delivery, and of mutual support to allow staff members to share and listen to other perspectives, and to learn and develop different skills and approaches to more effectively achieve position and organisational objectives.

Opportunity for work-related professional development is provided and encouraged.

Individual employees are encouraged to identify and set personal development goals, to explore and develop efficient systems that are tailored to their own work style, and to assume ownership of work outcomes.

SAC staff and contractors operate as a safety conscious team with a focus on a holistic safe and respectful work environment.

Position Overview

The Administration & Marketing Assistant will often be the first point of contact between SAC tenants, artists, and members of the public, who seek to engage with Salamanca Arts Centre. The Administration & Marketing Assistant will ensure all enquiries to SAC are responded to in a timely and efficient manner and attend to office administration systems including external and internal communications, data entry and filing, some financial systems including receiving and entering payments, and general errand running around the centre. Marketing assistance duties will include social media and newsletter scheduling, website updates, ordering marketing collateral and basic graphic design.

Position Objective

The objective of this position is to, most directly and effectively, support the efficient administration of the organisation by undertaking reception and administration duties, and by providing operational support to assist the administration and promotion of SAC's programs and activities.

Salary Range

\$58,000 - \$59,000 pa FTE.

Salary will be negotiated depending upon the skills and experience of the successful candidate.

Indicative Duties

Reception Duties

- Front desk / Reception duties, including attending to in-person, phone and email enquiries;
- Undertake administrative processes such as mail and internal communications;
- Manage mail, including the receipt and sorting of all incoming mail to tenants and SAC staff, and ensure dispersal of outgoing mail;
- Assist tenants, hirers, and Staff with the use of photocopier and laminator and manage stocking of consumables for office equipment to ensure efficient operation;
- Monitor stationery and printing supplies, and complete orders from appropriate suppliers as required and requested;
- Take cash / EFTPOS / Square payments and use online ticketing platforms;
- Print off and disperse posters for SAC events in allotted poster slots around;

- Ensure that the SAC Office and other areas are appropriately secured at the end of each day (if applicable), and the public informed of any closures during work hours;
- Issuing keys to tenants and hirers as required;
- Moving furniture and equipment as needed between venues

Administration Duties

- Secretarial duties and note keeping at meetings;
- Create purchase orders as needed by managerial staff;
- Take Meeting Room bookings and issue invoices for both meeting room hire and printing services;
- Administer regular banking of cash and cheques and the occasional administration of change for the bar and ticket floats;
- Maintain and control appropriate level of Petty Cash as well as effective procedures to ensure secure and accurate administration of Petty Cash;
- Authorise bank transactions when prompted by Operations Manager or CEO;
- Assist with any errands or tasks as needed by the Operations Manager, Venues Manager, FoH Coordinator, Technical Manager, Marketing Manager, and CEO

Marketing Duties

- Basic Social Media and website data entry;
- Basic Canva & Photoshop duties;
- Coordinate mail-outs (via email or MailChimp) as required;
- Ordering marketing materials

Skills, experience, and personal attributes required

- Calm, respectful, and friendly manner;
- Adaptable, and attentive with effective inter-personal skills;
- A capacity to manage one's time effectively and to be able to prioritise competing tasks;
- An understanding and appreciation of the arts;
- Customer Service experience;
- High level administrative skills and experience;
- Computer literate across various range of web, software and social media applications;
- Available to work agreed standard hours Mon-Fri

Qualifications

Essential : Appropriate experience in parallel workplaces / Organisations

Desirable : Degree/s in Arts, Business or other relevant areas of study;
 Working with Vulnerable People;
 First Aid;
 Responsible Service of Alcohol Certification

Selection Criteria

- Well-developed interpersonal verbal written and communication skills;
- Demonstrated computer literacy with extensive experience in a range of web, software and social media applications;
- A demonstrated and active interest in the Arts;
- The ability to work autonomously, co-operatively and/or consultatively as the situation may require;
- The ability to work to deadlines and to manage concurrent and competing priorities;
- An understanding of and appreciation for the value and importance of high-quality customer service;
- Experience in money handling, basic accounting, bookkeeping, financial processes

Performance Review

There is a three-month probationary period for all recruitment at SAC.

An annual performance review is conducted with all staff.

Professional Development

All employees are provided with the opportunity for Professional Development, where suitable training is available, in consultation with the CEO.