



Position Title	Reception Assistant
Portfolio Area	Operations
Direct Reporting	Operations Coordinator
This position also works with:	CEO, Venues Manager, Buildings & Facilities Manager, Visual Arts Program Manager, Performing Arts Program Manager, Marketing & Communications Manager. Live Music Coordinator, FoH / Bar Manager, SAC Technician.
Status and FTE	Fixed Term to 16th December 2022 Part-Time: 4 hrs p/day-20 hrs p/week

**Operational Environment:
Salamanca Arts Centre’s Vision, Purpose & Mission**

Our Vision

To be locally valued and universally recognised for our support of artists and the development and presentation of new works of national significance.

Our 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 artists and audiences.

SAC’s Strategic Priority

To use our resources ethically, efficiently, and responsibly, to encourage contemporary expression of the arts.

What SAC is and does

Salamanca Arts Centre is the custodian of seven heritage buildings that are home to studio artists in residence, numerous arts organisations working across the visual and performing arts, festivals and events, literature, writing and film, and to designers, makers, retailers, and commercial galleries for contemporary art and craft.

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, Lightbox, and SOCIAL. 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.



The staff at Salamanca Arts Centre are a team of dedicated, passionate and committed arts administrators, whose collective skills, qualifications and experience are invested into supporting artists to realise their creative endeavours, and to generate a livelihood from their art practice.

SAC's arts program is supported by Arts Tasmania, City of Hobart, the Australia Council for the Arts, the Government of Australia and philanthropic trusts, donors and sponsors. An estimated 250,000+ people pass through SAC's doors every year, visiting galleries, exhibitions, performances and community events.

Salamanca Arts Centre (SAC) is a not-for-profit Arts Centre formed in 1975 as an incorporated association and established in 1976 in buildings owned by the Government of Tasmania and leased to SAC at 'peppercorn' rental.

Approximately 200 people are now directly employed by the 60 arts organisations based at SAC. These organisations, resident artists, retail galleries and their activities collectively contribute an estimated \$50M annually to the Tasmanian economy.

An estimated 6000+ artists are represented across a year through the combined activities of all SAC's resident organisations, venues, events, exhibitions, projects, residencies and memberships.

SAC is now a company limited by guarantee managed by a Board of elected, appointed, and co-opted Board Directors.

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, open and respectful discussion on all SAC activities and areas, and mutual support to allow staff members to more effectively achieve our collective and respective operational objectives. SAC Management knows that providing opportunities for work-related professional development are part of a successful and effective work force.

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 Objective

With the expansion in 2022 of our arts program activities, the introduction of a regular Live Music Program, and the increase in buildings maintenance and capital improvements throughout the Arts Centre, there has been a related and consequential increase in the number of tasks to be undertaken to successfully administer the quantum of these activities.



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

The Role

The Reception Assistant will usually be the first point of contact between SAC resident tenants, artists, and members of the public, who seek to engage with SAC administration. They 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, and some financial systems including receiving and entering payments.

Salary Range

\$52,000 - \$56,000 pa FTE. Salary will be negotiated depending upon the skills and experience of the successful candidate.

Indicative Duties

- Front desk / reception, including attending to in person and email enquiries during peak times Mon-Fri;
- Undertake administrative processes including banking, mail and internal communications;
- Monitor stationery and printing supplies, and complete orders from appropriate suppliers as required and requested;
- Secretarial duties and note keeping at meetings;
- Take Meeting Room bookings and issue invoices;
- Administer regular banking of cash and cheques;
- Maintain and control appropriate level of petty cash as well as effective procedures to ensure secure and accurate administration of Petty Cash;
- Basic social media and website data entry
- Take cash / EFTPOS / Square payments and use online ticketing platforms

Skills, experience, qualifications, and Personal Attributes required

- Calm, respectful, firm, friendly, efficient manner;
- Flexible, adaptable, punctual, alert, attentive with effective inter-personal skills;
- Self-motivated, uses initiative and has ability to work unsupervised;
- High level administrative skills and experience
- Experience in dealing with public | customer service
- A capacity to manage one's time effectively and to be able to prioritise competing tasks
- Familiarity with a range of Mac and Office programs and software
- An understanding and appreciation of the arts generally
Available to work agreed standard hours Mon-Fri and occasionally evenings & weekends



- Excellent time-management skills and ability to prioritise competing tasks;
- Computer literate across various range of web, software and social media applications;
- Accounting skills.

Qualifications

Essential: Appropriate experience in parallel workplaces / organisations
Desirable: Degree/s in arts, business or other relevant areas of study.

Selection Criteria

- Well-developed interpersonal verbal written and communication skills;
- Excellent organisational ability and experience;
- Demonstrated computer literacy with extensive experience in a range of web, software and social media applications;
- Demonstrated knowledge and experience in basic accounting, bookkeeping, financial applications and processes;
- A demonstrated and active interest in the arts;
- Excellent time management and experience in the development, management and coordination of smooth and efficient office operations and venues operations within a busy environment.

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.