



**EXECUTIVE ASSISTANT & GRANTS OFFICER**

Albury, New South Wales, Australia

SALARY: \$77,064.00 pro rata + 11% employer contribution to superannuation

**EMPLOYMENT TYPE:**

Permanent Part Time - 28 hours per week

**REPORTING TO:**

Murray Arts Executive Director

**POSITION DESCRIPTION:**

The Executive Support & Grants Officer will work closely with the Executive Director to ensure that Murray Arts Inc is delivering against its Strategic Plan and meeting their funding, legal and governance requirements.

You will work directly with creative organisations and individuals within the Murray Arts Footprint to assist them to achieve their creative goals. The role includes assistance with management of projects, programs and services undertaken by Murray Arts.

**KEY RESPONSIBILITIES**

Working in accordance with the Murray Arts Strategic Plan:

- Provide administrative and financial support to the Executive Director
- Assist in project management for Murray Arts initiatives
- Assist in capturing and recording data, compiling reports, policies, board papers, and other corporate documents
- Assist with reporting to key stakeholders
- Work with arts organisations and individual creatives within the Murray Arts footprint to provide letters of support, auspicing support, grant writing support and general support to pursue their creative projects
- Provide administrative support for Burraja Gallery and First Nations Creative Development Officer
- Daily administrative tasks as required.

## **EMPLOYMENT CONDITIONS:**

Based on a 28-hour week, with actual days and times negotiated with the Executive Director.

Working in the Creative Industry space this position can involve work outside normal working hours. Additional hours over the standard 28 hours will attract a time in lieu arrangement as agreed in advance.

This position involves working primarily in an indoor environment. In addition to computer work, a moderate amount of physical activity may also be required, depending on the nature of the tasks undertaken.

This position is located at Suite 107, Level 1 T&G Building, 553 Dean Street, Albury with occasional visits to external sites as required.

## **ESSENTIAL CRITERIA**

- High level of computer literacy in the use of a variety of software applications including Adobe CS, MS Office Suite and finance software
- Previous experience in an executive support role
- Professional writing competency specifically in grant, contract or EOI applications
- Interest in researching information, opportunities and sharing with relevant stakeholders
- Interest in the creative industries
- Ability to act as an advocate and support, collaborating with creatives across all mediums and industry specialities
- Excellent verbal and written communication
- Excellent attention to detail
- Ability to work effectively in a dynamic environment as part of a team and independently
- Commitment to understanding and following relevant protocols with regard to policy and procedure

## **DESIRABLE CRITERIA**

- Class C (standard) Driver's Licence

## **ABOUT MURRAY ARTS**

Murray Arts is the Regional Arts Development Organisation (RADO) in the Border and Northeast Victoria Region. We are passionate about the creative industries in regional communities. We contribute directly to the arts and cultural lifeblood of the Border region by working directly with individuals, communities and local government to assist them in developing the arts and cultural life of their communities.

Murray Arts is one of the 15 Regional Arts Development Organisations (RADO) in the NSW network and the only one of the 15 that works with LGAs outside of NSW. Each RADO was established to respond to their region's unique needs. The NSW RADO network is a state and local government initiative which sees each RADO receive the same amount of annual core funding from Create NSW and then an annual financial contribution from each of their participating LGAs. The NSW RADO

network is strong and supportive, we regularly share resources, team up on joint ventures and assist one another to best support our regions as a whole.

Murray Arts' unique position on the NSW and Victorian border means that we are also linked in with Regional Arts Victoria who takes a strong interest in co-supporting our Victorian LGAs.

## **OUR REGION**

The Murray Arts Footprint borders the Indigenous Nations of Dhuduroha, Yaithmathang, Bpangerang, Wiradjuri, Yorta Yorta & Wavaroo and encompasses the local government areas of Albury City, Greater Hume, Federation, City of Wodonga, Indigo & Towong.

## **OUR VALUES**

- Artistic endeavour, creativity and integrity.
- The arts as a medium to challenge us and explore our humanity.
- The opportunity to access, participate & express ourselves through creative practice.
- Community wellbeing, connection and lifelong learning.

## **APPLICATION PROCESS:**

Applications Open: Wednesday, 15 November 2023

Applications Close: Sunday, 3 December 2023

Start Date: Preference for the successful applicant to start early January 2024.

**To Apply:** Please email a single PDF combining a cover letter, a statement addressing the selection criteria (1 page maximum) and your CV (1-2 pages) including the names and contact details of two referrers to:

**Executive Director, Murray Arts**

[director@murrayarts.org.au](mailto:director@murrayarts.org.au)

**Closing Sunday, 3 December 2023, 5pm**

### **For more information contact:**

Lauren Black

Executive Director

Murray Arts Inc

**Mobile:** 0477 359 087

**Email:** [director@murrayarts.org.au](mailto:director@murrayarts.org.au)

### **Websites:**

[www.murrayarts.org.au](http://www.murrayarts.org.au)

<https://burrajagallery.org.au/collections/all>

**Note:** Annual Reports, Financial Audits and current Strategic Plan can be found in the 'About' section on the Murray Arts website.