

Position Description

Position:	Administration Support Coordinator
Location:	The Rocks, Sydney
Reporting to:	Chief Executive Officer Liaises with: • Exhibitions & Programs Manager • Training & Engagement Manager • Sector Development Manager • Communications Manager
Direct Reports:	N/A
Organisation Objective:	To support small to medium galleries and museums in NSW to maximise their impact and help create strong and thriving local communities. M&G NSW is one of seven state bodies implementing a touring exhibition program and is the lead organisation managing the National Exhibition Touring Support (NETS) Australia project.
Primary Objectives:	Reporting to the CEO, the Administration Support Coordinator provides high-quality administrative and operational support for a range of M&G NSW events, awards, programs and reporting to ensure the organisation meets its strategic objectives. The role also provides administrative support to the National Exhibition Touring Support (NETS) Australia project.
Specific Accountabilities:	• Assist in the administration and delivery of M&G NSW and NETS Australia conferences, workshops, webinars, sector engagement initiatives, IMAGinE Awards, professional development programs and sector and networking events • Provide administrative assistance for National Exhibition Touring Support (NETS) Australia • Provide general administrative support to staff
Functions & Tasks:	• Coordinate listings on the NETS Australia website • Support the collection of data and reporting for NETS Australia • Assist in the coordination of NETS Australia meetings and associated events • Provide support in the management of sector Resources, including NETS Australia Resources • Coordinate meetings, prepare agendas, take minutes and distribute documentation • Coordinate registrations, attendee communications and event logistics • Provide support with venue bookings, catering arrangements and supplier liaison • Assist with event evaluation and reporting activities • Represent the organisation professionally at meetings and events when required • Direct sector enquiries in a professional and timely manner • Contribute to the preparation of board papers, grant applications & acquittals as required • Provide administrative support to M&G NSW funding programs • Provide administrative support for M&G NSW research projects including Sector Census • Assist in collation of data and reporting • Support website updates and social media content

	• Assist in sector outreach in times of need (such as disasters) • Ability to provide cover (where possible) in times of staff leave
Tertiary Qualifications:	N/A
Knowledge and Experience:	• Experience in an administrative or office support role • Excellent organisational and time-management skills with attention to detail • Strong written and verbal communication skills • Proficiency in Microsoft Office 365 applications, including Outlook, Word, Excel, PowerPoint and Teams and on-line applications such as Survey Monkey and Eventbrite • Experience maintaining databases and electronic records • Ability to work independently and collaboratively within a small team environment • Ability to work with both professional and volunteer staff in museums and galleries throughout NSW and beyond
Core Behavioural Competencies:	• Commitment to supporting the arts, culture, heritage and museum sectors • Projects enthusiasm and motivation • Strong attention to detail and accuracy • Professionalism, discretion, and integrity • Initiative and problem-solving capability • Flexibility and willingness to assist across a range of organisational functions • Responsive to organisational and team needs
Specific conditions of employment	• 21 hours/wk • 4 weeks annual leave (pro rata) • 10 Days personal leave (pro rata) • Long Service Leave in line with M&G NSW policy • Time in Lieu in line with M&G NSW policy • Parental Leave in line with M&G NSW policy • Code of Conduct in line with M&G NSW adopted code • Work From Home provision and Flexible work in line with M&G NSW policy • Opportunity for Professional Development and Training
Core Values:	• Respect for Aboriginal people and their right to cultural ownership and more generally for the diversity of opinion and knowledge • Relevance to contemporary cultures, government policy, industry, community and sector needs • Collaboration to develop and deliver services • Inclusivity of diversity of practices, range of knowledge, access, disability and special needs • Integrity be trustworthy, accountable and transparent
Other Requirements:	• Ability to travel to other locations as required • NSW Drivers licence

*This is not an exhaustive list of responsibilities and duties.