



Position Description – TEMPORARY Administrator

Position title:	Administrator
Based at:	Critical Path, Drill Hall, Rushcutters Bay
Reporting to:	Director
Days per week:	2.5 days/week (2 days and 3 days across a fortnight possible)
Duration:	18 weeks
Starting:	1 October 2018
Ending:	2 February 2019
Rate of pay:	\$9,000 + superannuation (pro rata, annual full time equivalent \$52,000) \$200/day

CRITICAL PATH IS AUSTRALIA'S LEADING CENTRE FOR CHOREOGRAPHIC ENQUIRY, RESEARCH AND DEVELOPMENT.

Our mission is to nurture and support independent Australian choreographers to push the boundaries of existing contemporary practice. Critical Path supports choreographers to explore new ways of working, develop new collaborations and engage in debate and critical appreciation of dance.

We value artistic integrity, courage and innovation in arts practice and the profound creative potential of risk-taking. We believe encouraging and respecting a diversity of people and practice is vital to the future of dance and choreography.

Purpose of Position

We are seeking a resourceful, positive and self-motivated Administrator to join our creative team. You will be responsible for providing, administrative and project support to the Director in the successful achievement of our organisational goals and strategic plans.

The role requires an individual with at least 2 year's experience of arts administration.

As a key member of a small team, you contribute to the organisation retaining a high local, national and international profile and reputation, achieved through quality programming, excellent stakeholder relationships, optimum income generation and effective management. Critical Path has a very small team (Administrator, Director and a Finance Officer along with program/project staff) and it is essential that each position understands, supports and on occasion can cover other roles where appropriate.

Key Responsibilities

- Respond to and handle all enquiries relating to core business and manage general office administration duties in consultation with the Director. Responsible for implementing and maintaining office systems.
- Manage all external hires of the Hall and ensure all related procedures and equipment are up to date
- Coordinate the governance of the organisation including attending Committee meetings, taking and distributing minutes and meeting all other governance requirements.
- Provide administrative/project management support for the program including liaising with selected artists, assisting to draft artist contracts, carrying out artist inductions, and assisting smooth project completion and evaluation.
- Draft funding applications and acquittals, work with the Director.

Essential Skills and Interests

- Project management skills
- Genuine interest in the performing arts and research.
- Excellent written and verbal communication skills.
- Excellent attention to detail, self-motivation and flexibility.
- Ability to work as a part of a team in a cooperative and creative environment.
- Ability to multi-task, problem solve, and work within a high pressure, live environment

Desired Skills

- Desktop publishing and social media knowledge and experience.
- Business development and fundraising knowledge and experience.
- Demonstrable track record of budgeting, development, management and reporting in the performing or visual arts in Australia
- Knowledge of relevant arts policy and practices
- Financial processing and reporting knowledge and experience.

Software Skills

- Good knowledge and experience with web communications tools
- (mail-chimp, eventbrite, survey monkey)
- Good knowledge and experience with databases (Critical Path uses Filemaker Pro)
- Excellent knowledge and experience with Microsoft Office applications

Applications

To apply please email an expression of interest with your CV and two referees to:

Claire Hicks, Director director@criticalpath.org.au **17 September 2018, MIDDAY (12pm AEST).**

We are open to applicants who don't meet all the requirements but are passionate about the role.

If you have any questions please email director@criticalpath.org.au or call 9362 9403