

Position Description – Senior Office Administrator

TarraWarra Museum of Art

313 Healesville-Yarra Glen Road, Healesville, VIC 3777

www.twma.com.au

TarraWarra Museum of Art was established as a not-for-profit charitable organisation in 2000 and opened in 2003. TarraWarra Museum of Art brings together the appreciation of both art and place. Situated in the spectacular Yarra Valley, on the cusp of outer Melbourne and inner regional Victoria, the Museum is uniquely positioned to deliver the important history of Australian modernism and new developments in contemporary art to a large cross section of the Victorian public. At the heart of the Museum is a collection of over 650 modern and contemporary Australian art works donated by founding patrons Eva Besen AO and Marc Besen AC. The principal sponsor of the Museum is the TarraWarra Museum of Art Foundation. The Museum is also supported by a range of corporate, philanthropic and in-kind sponsors and partners.

Reports to: General Manager, TarraWarra Museum of Art

Special Conditions: Weekend work will be occasionally required, however is determined at the absolute discretion of the Employer.

Hours of Duty: Normal working hours are generally 30.4 hours per week (The position is flexible 4 days per week) 9.00am to 5.00pm, Tuesday to Friday with a 40 min lunch break per day.

There may be occasions where work will need to be completed outside the normal working hours for which overtime is not additionally compensated, unless pre-approval is obtained from the Employer. Overtime is awarded as time off in lieu (TOIL) of payment of overtime. The maximum accrual that can ever be accumulated for TOIL is 2 days that is to be accessed at a mutually agreeable time.

Salary: \$54,000 plus 10% Super Guarantee. (\$67,500 pro rata)

Estimated Start Date: November 2021

2025 Vision

Building on the Eva and Marc Besen gift, TarraWarra Museum of Art actively engages with art, place and ideas, where unexpected links between contemporary art and modernism are presented within global, national and Indigenous contexts.

Our Values

Excellent – Unexpected – Experiential – Connected – Collaborative – Sustainable

Position Overview

The position is located at the TarraWarra Museum of Art and is responsible for a range of financial and administrative tasks, supporting the Director, General Manager and other team members as required.

KPIs

Providing support to the Director and General Manager and assisting team members of the museum to ensure the highest level of service is provided to customers and stakeholders
Administrative tasks are completed in a timely manner with high level of accuracy

Duties and Responsibilities

Key Accountability	Tasks
Supporting the Director and General Manager	<ul style="list-style-type: none"> • Diary management – setting up appointments, accepting appointments and rearranging appointments as required • Liaising with key stakeholders over the phone and in person • Meet and greet visitors, visiting artists, board members and other external stakeholders as required • Arrange board meetings and assist with the compilation of Board Reports • Arranging catering, refreshments for meetings • Human resource administration support
Finance	<ul style="list-style-type: none"> • Managing the finances for the shop sales and arranging for payments to artists on consignment • Assisting with accounts payable • Assisting with the budget for the museum • Assisting with the budget forecasting on a regular basis
Front of House	<ul style="list-style-type: none"> • Assisting front of house when required, including: <ul style="list-style-type: none"> ○ accepting deliveries, signing in contractors ○ assisting with customer enquiries (phone, email, in person) ○ assisting the team to ensure customers are adhering to the visitor guidelines of the museum, according to Covid restrictions ○ assisting with commercial photoshoots ensuring needs for the shoot are provided, liaising with external companies, invoicing and processing payments ○ assistance with public programs and events as required ○ opening up the Museum for contractors if required
General Administration	<ul style="list-style-type: none"> • Co-ordinating delivery of solutions that may occur on the property such as IT issues in collaboration with the Museum's IT consultants • Coordinating the set-up and ongoing filing and management of documents and assets in Sharepoint, including IT Asset Register • Assisting with file, database and records management • Assist in creating forms, surveys, online ticketing, business templates and other online processes • Improve operational efficiencies through ongoing evaluation of processes and systems, including documenting of procedures • Assistance in establishing and managing CRM and other systems • Provide project support • Management of passwords • Travel arrangements for visiting artists, including flights, transfers and accommodation

	<ul style="list-style-type: none"> • General correspondence including HR related matters • Stationery orders • Assist with Facilities Management
OHS	<ul style="list-style-type: none"> • Maintain a clean and safe workplace for staff, contractors, volunteers and visitors • Report issues of concern such as hazards and risks and where applicable, rectify • Attend monthly OHS meetings with the TarraWarra Estate on behalf of the Museum.

Key Selection Criteria

The successful candidate must possess the following attributes in order to perform well in this role:

1. A relevant tertiary degree and practical experience in a senior administrative role.
2. Excellent flexibility, interpersonal skills, and a professional outlook.
3. Demonstrated attention to detail, identifying gaps in information, logical sequences, and practical considerations of plans and activities.
4. Demonstrated experience in diary management and planning, meeting coordination and minute taking.
5. Demonstrated experience in accounts payable.
6. Demonstrated experience in facilities coordination and/or front of house.
7. Excellent organisational skills, ability to set priorities, capacity to meet deadlines, be self-motivated, possess drive and commitment, and work autonomously or as part of a team.
8. Excellent computing skills including knowledge of MS Office, Excel, MYOB, Salesforce, MailChimp, and Shopify.
9. Current driver's licence and car.
10. Ability to act with diplomacy and maintain confidentiality on all information relating to TWMA business.

Previous employment in a cultural organisation will be looked upon favourably.

Please provide:

- 1 x cover letter
- Up to 4 pages addressing the key selection criteria
- Current CV
- names, emails and phone numbers of two referees

To: Vikki Southey, Founder, Our HR

E: vikki@ourhr.com.au

Enquiries: Tony Dutton, General Manager, TarraWarra Museum of Art (03) 5957 3100,
tdutton@twma.com.au

Applications are due by 5pm Monday 4th October