

# PERTH FESTIVAL

<b>Position Title:</b>	Special Projects Administrator
<b>Department:</b>	Perth Festival Special Projects
<b>Supervisor:</b>	Executive Assistant

## About Perth Festival

At the edge of Australia, at the edge of the world, our lifestyle, our environment, our history provides us with a singularly distinctive outlook on how we celebrate creativity and culture — and embrace the very best that humanity has to offer from anywhere on the planet. Every summer since 1953 Perth explodes with music, dance, stories, conversations and laughter. Bright and bold and refreshingly down-to-earth, our Festival is made for locals — but we invite everyone to jump in, and experience art in a different light.

We are uniquely placed to celebrate the oldest living culture in the world by championing rich indigenous traditions and contemporary arts practice.

We build a creative community through arts sector development and diverse audience engagement, which are the heartbeat of the Festival. We collaborate with local institutions, grass roots arts organisations and provide opportunities, skills and jobs for hundreds of people each year.

This Festival and this city share the most dynamic region in the world, the Indian Ocean Rim and East Asian time zone where more than 60% of the world's population lives. The opportunities for artists, producers and presenters to explore creative engagement and international partnerships throughout the region are boundless.

The Festival was born out of the University of Western Australia's annual summer school entertainment nights as a “festival for the people” in response to a changing post-war society hunger for cultural nourishment.

Perth Festival now stands as Australia's premier curated arts festival – and one of the greatest in the world – with a diverse program of international artistic excellence that honours the vision of Festival founder Prof Fred Alexander:

*“Keep up your standards and seek the best that is available to you wherever it may be found; but don't allow the Festival to become the exclusive preserve of the ultra-highbrows who might be tempted to forget that it is primarily a festival for the people of Perth.”*

## About the work area

Perth Festival Special Projects is a department of Perth Festival that was created to further Perth Festival's charitable purpose and mission to enrich life through art in WA. It is designed to drive our ambition to become a year-round cultural organisation that delivers always for our community, audiences and supporters.

## Role statement

The Special Projects Administrator actively coordinates the daily running and functioning of the Special Projects division of Perth Festival, including managing administrative outputs of project contracts, budget management and providing one-to-one support to the Creative Producer and Director, Special Projects.

Working directly with these senior leaders, the role also provides administrative support such as monitoring and managing emails, drafting communications on behalf of the senior leader, planning and organising their schedules and travel. This role is integral to execution of our special projects and will have a deep understanding of all aspects of projects, including who the key stakeholders are, and the requirements of any critical pathway.

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The Special Projects Administrator reports to the Executive Assistant, Perth Festival and works on a day-to-day basis for the Director, Special Projects.

## Key responsibilities

1. Act as the key administration and office support resource for Perth Festival Special Projects
2. Schedule meetings and collate notes for formal project meetings, risk management, risk and audit WIPs across the Event
3. Provide confidential, high level administrative support to the Director, Special Projects and the Creative Producer (together, the Leaders)
4. Monitor incoming correspondence including e-mails and any important items and ensure they are brought to the attention of the relevant Leader and / or direct to appropriate Festival employees if required
5. Prepare draft correspondence, reports and other material to a high standard of accuracy and presentation
6. Coordinate and schedule meetings, including taking minutes, scheduling meetings and preparation of agendas and supporting documentation
7. Provide support when needed for client meetings and Noongar Advisory Circle meetings
8. Reconcile and acquit all credit card expenditure for the Leaders ensure all financial policies and processes are adhered to
9. Liaise with stakeholders on invitations, contra relationships and hospitality as required
10. Maintain RSVP databases for events as required
11. Coordinate hospitality for various internal functions
12. Work with the Finance Team to ensure smooth financial administration of projects inclusive of tracking artist payments, entering purchase orders and ensuring timely invoicing and payment
13. Raise and track purchase orders, monitor invoice payments and ensure compliance with the project contracts and Perth Festival's Finance policy and process
14. Collate and deliver on relevant reporting requirements at conclusion of projects
15. Support and assist in the facilitation of site visits including schedules, contracting, travel, accommodation and per diem requirements
16. Collate information for funding and sponsorship proposals as required and oversee the timeline for applications and acquittals on behalf of Perth Festival Special Projects.
17. Assist Finance with monthly forecast information during high volume cash flow periods and foreign exchange forecasting.
18. Any other duties as requested by the Executive Assistant or Director, Special Projects

## Specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Knowledge of the arts in Australia and internationally or experience in a high-level multi-arts environment

Highly developed problem-solving skills and an ability to manage a high degree of complexity with complete accuracy

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Strong interpersonal and communication skills

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Highly developed organisational and budget management skills with an ability to plan, prioritise and meet deadlines under pressure

Experience in contract management is preferred but not essential

Experience with Tessitura, or other client-based CRM is desirable