

**PARTNERSHIPS COORDINATOR**POSITION DESCRIPTION AND HOW TO APPLY

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| Primary location | Level 3, 370 Lt Bourke St, Melbourne VIC 3000  |
| Reporting to | Director of Partnerships |
| Working with | Regional Arts Victoria staff located in Melbourne and across Victoria; state and federal government; Regional Arts Victoria individual and group members; external suppliers.  |
| Position type | Full time. Initial two-year renewable contract with a three-month probation period.  |
| Salary details | $56,000 per annum + 9.5% superannuation + 17.5% holiday leave loading. |
| Employment period | From Monday September 18 2017. |
| Applications due | 12:00pm (noon) Monday August 28 2017.  |
| How to apply | Applicants must follow the Application Process outlined below. Indigenous Australians, people from culturally diverse communities, and people with a disability, are strongly encouraged to apply.For further guidance, please refer to our online resource, How to apply for a job in the arts: <http://www.rav.net.au/about/how-to-apply-for-a-job-in-the-arts/>  |

**ABOUT THE ROLE**

This position is a key coordination role within the Partnerships team. It is centrally involved in the support of funding, membership, and professional development programs at Regional Arts Victoria.

**position description**

**Funding administration**

* Provide administrative support in the implementation of key aspects of Regional Arts Victoria’s management of the Regional Arts Fund (RAF). This will include receiving, collating and processing grant applications
* Using the national SmartyGrants system, maintain up-to-date records in relation to all applications, decisions, payments and acquittals
* Working in close collaboration with Regional Arts Victoria’s team of Creative Arts Facilitators, devise and implement processes that will ensure a consistent and well-documented approach to all incoming enquiries and decisions
* Keep accurate soft and hard copy records (whichever is relevant) of all applications, decisions, correspondence and acquittals
* Gather data and assist in the preparation of Regional Arts Victoria’s report writing and acquittal to Regional Arts Australia and Ministry for the Arts
* In collaboration with Regional Arts Victoria’s Creative Arts Facilitators, assist with the timetabling, preparations, promotion and delivery of Regional Arts Fund information sessions
* Co-ordinate all administrative aspects of the ongoing Quick Response Grant program, including data management, timely assessments and efficient communication with applicants
* Respond to Regional Arts Fund queries from potential applicants
* Actively participate in the Regional Arts Fund Manager Network by acting as the joint contact person (along with the Director of Partnerships). This involves providing feedback, attending meetings, and responding to other ad hoc requests from Regional Arts Australia and the Ministry for the Arts

**General tasks**

* Act as support for the Director of Partnerships and providing administrative support to the Creative Arts Facilitators (including accommodation and travel bookings)
* Participate in the development and delivery of the Regional Cultural Forums
* Assist members, artists and the general public with enquiries regarding our services and programs
* Assist to collate statistical and financial information for reporting
* Maintain relevant office records and databases
* Assist to organise meetings and regional trip requirements including room bookings, catering and travel
* Work with the Director of Partnerships on developing partnerships and programs that will benefit regional Victorians
* Participate in and promote the Partnerships teams activities including the Membership Program
* Manage the administration of *Home is Where the Hall is* in 2017 in partnership with the Programming team

**Financial administration**

* Keep accurate records of all financial data for all funding
* Assist the CEO with general financial reporting regarding the Partnerships programs as may be required

**Shared responsibilities**

* Identify and implement continuous improvement processes
* Contribute to a culture of safe working, collaboration and inspiration

**Key Selection Criteria**

1. High-level working knowledge of the role of the arts in community settings, particularly in a regional context
2. Excellent verbal and written communication and presentation skills
3. Experience and understanding of customer relationships
4. Excellent computer and data entry skills
5. Ability to work independently, with initiative and without direct supervision
6. Exceptional organisational and time management skills
7. Knowledge and understanding of the not-for-profit and/or arts funding environment
8. Empathy with the goals and philosophy of Regional Arts Victoria.

**Application process**

1. When after reading through this document and visiting our website, you have further questions about the role, please call Liz Zito, Director of Partnerships on (03) 9644 1810.
2. Your application must consist of a one-page covering letter, your statement against selection criteria, a brief CV, and the names and contact details of three professional referees – emailed as a single PDF with your name and the position title as the document’s name. *Please keep in mind that if you don’t address the selection criteria or follow the application process, we won’t be able to assess your application.*
3. Applications by email only should be sent to lzito@rav.net.au by 12:00pm (noon) on Monday 28 August 2017.
4. After the close of applications at noon on Monday 28 August, shortlisting will quickly take place, and to be fair to all applicants, no late applications will be accepted.
5. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally, and we appreciate your patience in not contacting us during this time.
6. Interviews will take place on Wednesday August 30 at Regional Arts Victoria. If you already know that you are unavailable at this time, you must mention this in your covering letter.
7. This role has a start date of Monday September 18 2017. If you already know that you are unavailable for this start date, you must make mention of this in your covering letter, and propose an alternative start date.

**About REGIONAL ARTS VICTORIA**

Regional Arts Victoria inspires art across the state. Through partnerships, programming and projects, we develop creative practice all over Victoria. Regional Arts Victoria is the peak body for regional artists and arts organisations, and works in long-term partnerships with every level of government to support policy development and decision making. For more about our organisation, visit [www.rav.net.au](http://www.rav.net.au).