

OPERATIONS COORDINATOR

POSITION DESCRIPTION AND HOW TO APPLY

Primary location	Regional Arts Victoria's head office is currently situated in Naarm, Melbourne Victoria. Regional Arts Victoria encourages applicants from regional Victoria to apply, and as such, this role can be based anywhere in Victoria. However, you may be required to work from Melbourne and regional Victoria from time to time.
Reporting to	Director, Operations
Direct Reports	None
Working with	Regional Arts Victoria executive team; Regional Arts Victoria staff located in Melbourne and across Victoria; suppliers, contractors, members and partners.
Position type	This is a 0.6 FTE position on a renewable contract concluding 31 December 2025 with a three-month probation period.
Salary details	<ul style="list-style-type: none"> • \$62,500 per annum (Pro rata \$37,500) • 10.5% superannuation • 17.5% holiday leave loading • Mobile Phone and \$40 monthly Phone allowance • Laptop device
Employment period	From Tuesday 19 July 2022 to Wednesday 31 December 2025
Employment Benefits	<ul style="list-style-type: none"> • Warm and welcoming team culture • Flexible Working Arrangements • Professional Development opportunities • Confidential access to Employee Assistance Program • Salary Sacrifice can be negotiated
Applications open	Friday 20 May 2022
Applications close	Midnight Sunday 5 June 2022
Interviews	Online – Tuesday 14 June - Wednesday 15 June 2022
Notification	Friday 17 June 2022
Start Date	Monday 18 July 2022
How to apply	<p>First Nations people, people from culturally diverse and/or LGBTQI communities, people of all ages and people with a lived experience of disability, are strongly encouraged to apply.</p> <p>Applications should be submitted through to Angela Pamic, HR Manager, hr3@rav.net.au and include a covering letter responding to the key selection criteria (maximum 2 pages of text), your CV and the names and contact details of 3 referees. Please contact us if you require alternative access application methods. Late applications will not be accepted.</p> <p>For further information about the role, contact Jacquelin Low, Acting CEO on jlow@rav.net.au</p>
RAV is a Child Safe Organisation.	Regional Arts Victoria is committed to the safety of children and young people who participate in our programs as audience members, participants, and creators. All children and young people, regardless of their gender, race, ethnicity, culture, religious beliefs, age, disability, sexual orientation, family or social background, have the right to feel safe and protected from abuse. RAV has a zero tolerance for child abuse.

ABOUT THE ROLE

The Operations Coordinator position supports the delivery of the organisations day to day operations through a range of administrative and technological tasks and provides support to the Regional Arts Victoria Executive team, Board and staff.

POSITION DESCRIPTION

Operations

- Coordinate the day-to-day operations and RAV facilities including phone, office information technology needs such as computer and program license access, general amenity, workplace safety, and banking queries.
- Assist with induction/onboarding and offboarding of employees regarding operational processes, IT training, and hardware requirements.
- Act as liaison between RAV's third-party IT support provider, cooperating to meet technology needs of RAV staff and cybersecurity compliance.
- Maintain up-to-date operational process documents, and appropriate training guides for internal use.
- Consult with departments about implementing sustainability initiatives in projects.
- Manage and maintain organisation archives through remote inventory, and visits to the company storage facility, in addition to managing external archive requests.
- Coordinate office administration including mail, stationery and WH&S whilst in office location.
- Coordinate the transition from a physical office into an alternative workplace location and framework.

Executive Assistance

- Assist the Executive with annual reviews and updates to organisation policy.
- Provide operational support to the Regional Arts Victoria Board and subcommittee involvements including assembling meeting papers and agendas, booking venues, organising catering, taking minutes and maintaining records.
- Support Regional Arts Victoria staff in Board Paper preparations.
- Support Regional Arts Victoria Board members' travel and accommodation.
- Provide administrative and operational support to the CEO and Director, Operations as required.
- Support the Executive with the delivery of events including staff professional development events and the Annual General Meeting and Executive Team planning sessions.

Continuous improvement

- Identify and implement improvements across the organisation.
- Contribute actively to an organisational culture of safe working, collaboration and sustainability.

KEY SELECTION CRITERIA

- Excellent communications and writing skills.
- Excellent computer literacy and confidence in learning and managing new online programs and systems.
- Experience with Microsoft Office 365 suite, particularly SharePoint and Microsoft Teams.
- Strong planning and time management skills, with the ability to work independently, collaboratively, and take direction as required.
- Resourcefulness, with a keen sense of initiative in identifying and analysing problems, systems and solutions.
- Experience in coordinating meetings and/or events.

Desirable:

- Preference for candidates with a strong interest and/or experience in the arts or the non-profit sector.
- Experience in implementing initiatives to reduce environmental impact or an interest in sustainability.

APPLICATION PROCESS

1. If after reading through this document and visiting our website, you have further questions about the role, please email Jacquelin Low Acting CEO on jlow@rav.net.au with the Subject heading "Recruitment enquiry – Operations Coordinator".
2. Your application must consist of a covering letter responding to the key selection criteria (maximum 2 pages of text), a brief CV and the names and contact details of three professional referees. Please email 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. Please contact Angela on apamic@rav.net.au or 0460 845 709 if you require alternative access application methods.
4. Applications by email only should be sent to the Human Resources Manager, hr@rav.net.au with your name and the position title as the subject heading.
Eg RAV Operations Coordinator Application– Jill Smith
5. Shortlisting will take place quickly after close of applications on Midnight, Sunday 5 June 2022. To be fair to all applicants, no late applications will be accepted.
6. 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.
7. Online Interviews will take place on 14 and 15 June 2022. If you already know that you are unavailable on these dates, please mention this in your covering letter.
8. This role has a start date of Monday 18 July 2022. If you already know that you are unavailable for this start date, please mention this in your covering letter and propose an alternative start date.

ABOUT REGIONAL ARTS VICTORIA

Regional Arts Victoria inspires art across the state. Through creative facilitation, touring, education, specialised resources, artistic projects and advocacy, we develop and sustain creative communities and artistic practice all over Victoria. Regional Arts Victoria is an independent, not-for-profit, membership-based organisation working in long-term partnerships with every level of government, fostering contemporary and innovative regional cultural practice across five decades. For more about how our artistic program inspires Creative Communities, Creative Places and Creative Catalysts, visit www.rav.net.au.