

## Tour Administrator - POSITION DESCRIPTION AND HOW TO APPLY

Primary location	Regional Arts Victoria staff are located across Victoria from as far as Wadi Wadi to Krowathunkooloong, and back to Dhauwurd Wurrung country. We strongly encourage applicants from regional Victoria to apply, so, this role can be based anywhere in Victoria. You may, however, be required to work from Melbourne, and other areas of regional Victoria from time to time.
Reporting to	Manager, Touring
Direct Reports	None
Working with	Regional Arts Victoria staff located in Melbourne and across Victoria; external project stakeholders including Arts Organisations, local Councils, Community Groups & Artists.
Position type	Part-time, 0.4 EFT (2 days a week) contract with a three-month probation period.
Salary details	<ul style="list-style-type: none"> <li>• \$63,500 pro rata per annum</li> <li>• 10.5% superannuation</li> <li>• 17.5% holiday leave loading.</li> <li>• Mobile Phone and \$40 monthly Phone allowance</li> <li>• Laptop device</li> </ul>
Employment period	FROM: Tuesday, 11 April 2023 TO: Sunday, 30 June 2024
Employment Benefits	<ul style="list-style-type: none"> <li>• Warm and welcoming team culture</li> <li>• A values driven organisation that puts people first.</li> <li>• Flexible Working Arrangements</li> <li>• Work from home or own office (note that Regional Arts Victoria does not have an office base)</li> <li>• Professional Development Opportunities</li> <li>• Confidential access to Employee Assistance Program</li> <li>• Salary Sacrifice can be negotiated</li> </ul>
EOIs open	Now
EOI's close	Midnight, Sunday 5 March 2023
Interviews	Online Wednesday 8 March 2023
Notification	Tuesday, 14 March 2023
Start Date	Week beginning Tuesday 11 April 2023
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 or racism.

## **ABOUT REGIONAL ARTS VICTORIA**

Regional Arts Victoria is the peak body for regional artists and arts organisations across Victoria. As an independent, not-for-profit, membership-based organisation, we foster contemporary and innovative cultural practice across regional Victoria through long-term partnerships with artists, venues and across multiple portfolios and levels of government.

Regional Arts Victoria has inspired art across the state across five decades. Through creative facilitation, touring, education, specialised resources, artistic projects and advocacy, we develop and sustain creative communities and artistic practice all over Victoria.

For more about us, visit [www.rav.net.au](http://www.rav.net.au).

## **ABOUT THE ROLE**

The Touring Administrator is a new position created to support the delivery and evaluation of the Touring Services and Connecting Places programs through a range of administrative tasks. The role reports directly to the Manager, Touring and works closely with the Tour Coordinators and Connecting Places Coordinator to ensure all official documentation for touring projects is created, distributed, and collected. This role will also liaise with Presenter networks and Producers to collect and enter data required for reporting purposes.

The Touring program runs on a yearly cycle, and these tasks and responsibilities will be delivered in stages at different times of the year.

## **POSITION DESCRIPTION**

This role will support and assist the Manager, Touring, the Touring Services Coordinators and the Connecting Places Coordinator with the following tasks.

### **Program development**

- Administer online Expression of Interest selection process for Connecting Places program
- Administer panel recruitment and meeting process for assessment of applications for Expressions of Interest
- Support preparation for and onsite delivery of annual key stakeholder event Showcase Victoria, event to be held in 2023 at the Drum Theatre, Dandenong. dates 9-10 May 2023,
- Set up tour folders in SharePoint, structural tour documents and Salesforce Campaigns for touring projects
- Collect venue confirmation forms for tour bookings and update entries into Salesforce
- Maintain contract template updates across tours

## **Program delivery**

- Set up Salesforce data entry and maintaining data-base records for the touring projects
- Administer the tracking of template contracts, agreements, and letters of confirmation for venues and artists
- Support Connecting Places Coordinator to deliver regional workshops and events for Connecting Places presenter networks
- Follow up collection of letters of confirmation, feedback forms and contract and agreements

## **Reporting**

- Distribution of reporting forms and surveys for the purpose of collecting evaluation data from Presenters and Producers
- Entry of reporting statistics and data into Salesforce and All Tours reporting document
- Update Form Assembly templates annually
- Work directly with the Manager, Touring to prepare statistical and data reports for funding partners, other relevant agencies, and Regional Arts Victoria internal and external reports.
- Support documentation, evaluation and reporting requirements to be met for each project
- Support with collecting and entering data required for measuring and off-setting carbon emissions.

## **Finance**

- Create and submit invoices and expenses into the XERO finance system as required.
- Prepare and update template documents for XERO processes relating to Touring

## **General administration**

- Assist with Touring programs stakeholder meetings, preparation, and distribution of documents, taking minutes where required
- Ensure CRM (Salesforce) contact database is maintained and up to date
- Support the ongoing development of Salesforce for Touring department
- Support the ongoing development and improvement of Touring systems and platforms including Salesforce, XERO, Form Assembly, SharePoint and others.
- Participate in the process of continued improvement to touring process, tasks, documentation and touring templates and implementation
- Other administrative tasks as required
- Actively contribute to a culture of safe working, collaboration, sustainability and inspiration

## KEY SELECTION CRITERIA

1. Excellent data entry and computer skills including experience in Microsoft Outlook, Word, Excel and OneDrive,
2. Excellent knowledge and understanding of Customer Relationship Management system Salesforce and online data collection platform Form Assembly
3. Knowledge and understanding of the live performance touring environment, particularly in a regional context
4. Excellent verbal and written communication and presentation skills
5. Experience and understanding of customer relationships
6. Ability to work independently, with initiative and without direct supervision
7. Exceptional organisational and time management skills
8. Empathy with the goals and philosophy of Regional Arts Victoria

## APPLICATION PROCESS

1. If after reading through this document, you have further questions about the role, please email Bindi Green, Manager, Touring at [bgreen@rav.net.au](mailto:bgreen@rav.net.au) with the Subject heading "Recruitment enquiry – Tour Administrator"
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 3 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. Applications (by email only) should be sent to the Human Resources Manager, [hr3@rav.net.au](mailto:hr3@rav.net.au) with your name and the position title as the subject heading. E.g., RAV – Tour Administrator – [INSERT Your Name]
4. Please contact Angela on [apamic@rav.net.au](mailto:apamic@rav.net.au) or 0460 845 709 if you require alternative access application methods or assistance with submitting your application.
5. Shortlisting will take place quickly after close of applications at Midnight, Sunday 5 March 2023. 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 Wednesday 8 March 2023. If you already know that you are unavailable on this date, please mention this in your covering letter.
8. This role has a start date of week beginning Tuesday 11 April 2023. 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.