



Arts & Culture Goldfields Assoc t/a Artgold

Position Description

JOB TITLE:	Arts Co-ordinator	MANAGER:	Chairperson chairperson@artgold.net.au
JOB TYPE:	Casual (approx. 25 hours per week)	LOCATION:	Kalgoorlie-Boulder (occasional travel may be required)

ABOUT THE ORGANISATION

Artgold is a not for profit membership-based association incorporated in WA and is the peak body for Arts and Culture in Kalgoorlie-Boulder. Artgold works to strengthen community groups, organisations and individual artists by providing workshops and funding information; and by facilitating, co-ordinating and promoting Arts and Culture information to the Goldfields Region.

RESPONSIBILITIES

1. Membership Support and Development

- Maintain relationships with existing members and market Artgold to prospective members
- Identify possible grant sources and forward details to members with funding requirements.
- Prepare written acquittals reports for successful grant applications, in accordance with the requirements of the funding body
- Identify possible funding sources, write submissions and organize workshops that will enable Artgold to host workshops and seminars to educate members with their art and cultural needs. (max 3 per year)
- Coordinating the Heart of Gold Festival as directed by the Committee
- Coordination for the Stop the Clashes Meetings
- Ensure all membership benefits are delivered as per Artgold's membership booklet

2. Relationships

- Maintain and develop relationships with new and existing key stakeholders and sponsors
- Maintain an open-door policy. Be available during designated opening hours as determined at the interview
- Liaise with arts support agencies and funding bodies, local government, state and federal government agencies, community groups, sponsors, media and key stakeholders

3. Grants

- Manage all aspects of Artgold's funding agreement with City of Kalgoorlie-Boulder, including regular reporting on progress towards meeting the key measures outlined in the grant
- Facilitate and administer the auspicing of grant applications for members of Artgold
- Work with members to monitor progress towards completion of projects and complete acquittal reports

4. Marketing

- Market Artgold to the Goldfields and identify marketing opportunities for Artgold and its members
- Maintain Artgold's website and social media marketing accounts
- Undertake regular radio interviews, produce and circulate Artgold's weekly newsletter and maintain the Arts Directory

5. Administration

- Manage all administrative aspects of Artgold's office systems and records to ensure that the Artgold office is maintained to a high standard
- Process all accounts payable, receivable and payroll for the organisation. Monitor and report on the financial status of any auspiced projects and grants. Maintain financial records for the organisation and any associated projects, ensuring that financial reporting is timely and accurate
- Work closely with the Treasurer and/or Executive to prepare and lodge financial returns
- Ensure the all financial transactions are conducted and approved in line with the delegations outlined in Artgold's constitution
- Co-ordinate and supervise volunteers as and when required

6. Governance

- Work closely with the Executive and Committee to maintain all governance aspects of the organisation.
- Schedule and co-ordinate monthly committee meetings, ensuring the timely distribution of agendas, accurate minutes and any other information to all committee members
- Provide monthly reporting to the committee on finances, grants, membership and progress towards meeting the requirements of grants
- Prepare the organisation's annual report

7. Strategic

- Ensure that Artgold's activities are aligned with the objectives of the strategic plan and the Goldfields Esperance Arts and Culture Strategic Framework 2017-2022
- Work with Artgold membership to identify and report on activities that further the objectives of the strategic plans

8. Other Duties

- This is a dynamic role and from time to time the Co-ordinator will be asked to undertake other duties that fall within the scope of this role.

SKILLS AND ATTRIBUTES

Essential

- Computer literacy with proficiency in the Microsoft Office suite of products
- Written and oral communication skills
- Organisational and administrative skills
- An enthusiasm for working with groups in the community and a willingness to build relationships with these different groups
- Strong interpersonal skills, patience, empathy, a positive approach and respect for others
- Teamworking skills, and a proactive approach to work, self-motivation and time management

Desirable

- Knowledge of MYOB, Xero or Quickbooks and experience administering accounts in a not for profit or small business environment
- Project management or administration skills
- Understanding of the creative sector in the Goldfields region and of key stakeholders