

EXECUTIVE OFFICER, ARTS INDUSTRY COUNCIL OF SOUTH AUSTRALIA

CALLING FOR EXPRESSIONS OF INTEREST

The Arts Industry Council is the independent voice for the arts in South Australia since 1991 and the peak industry body representing all art forms and sectors. There used to be such a voice in each state. Now only two remain, here and in Victoria. We exist because South Australian organisations, artists, artworkers and arts lovers support our goal to help create a more dynamic and fertile environment for the arts to flourish by joining us and becoming members.

As the state's independent, sector wide representative arts body, the AICSA is extremely valuable to the South Australian arts sector. The AICSA was constituted as an incorporated institution in 1991. The Council receives no operational funding from the government, and derives its support from the industry through member subscriptions, fundraising, sponsorship and in-kind donations.

EXECUTIVE OFFICER ROLE

As Executive Officer you will be the first point of contact for the Council and will have an excellent overview of the arts sector and current issues. To be successful in this position you will need to be a self-motivated person with a passion for the arts and an interest in arts advocacy, policy and funding matters.

You will also possess knowledge of the SA arts sector, experience in office management systems and excellent communication skills – including web-based. This position will suit an established organisation or someone with a home office who is seeking part time work in the arts sector.

APPLICATION PROCESS

Expressions of interest must demonstrate your ability to undertake the key services the Executive Officer is expected to provide (maximum two pages), and include a current CV (maximum three pages) with two referee contacts. Expressions of interest should be emailed to AICSA Chair, Gail Kovatseff, at g.kovatseff@mrc.org.au by 5pm, Friday 13 May 2016.

For further information about the role, please contact Executive Officer, Michelle Wigg, at info@aicsa.net.au or 0411 771 671.

SERVICES TO BE PROVIDED

\$10,000pa + 9.5% superannuation for an average of 7 hours per week.

The Provider will assist the Executive of the Council in communicating and advocating arts industry issues on behalf of members. The agreed fee will remunerate The Provider for an average of 7 hours per week for the following services as negotiated during the period of the agreement.

Key Services

Information Management

- Develop and maintain an information network in order to ensure that the Council is kept informed of issues or initiatives impacting on the SA arts industry
- Maintain and develop the web site as a key information tool for the Council's work
- Monitor information and bring to the attention of the Executive any matters of relevance impacting on the SA arts industry, and assist in the preparation of responses as required.
- Prepare and distribute e-bulletins, discussion papers or reports to keep members informed of relevant matters
- Assist in the preparation of any relevant reports or summaries on industry or policy trends/impacts

Administration

- Arrange meetings of the Executive as required, and maintain the organisation's records
- Prepare the annual budget, manage accounts payable and receivable and provide financial reports to the Executive to achieve a better than break even result at the end of each financial year
- Apply strategies to increase membership subscriptions, maintain accurate membership records and coordinate annual membership renewals

Program Coordination

- Assist the Executive in the implementation of strategic activities identified in order to fundraise, clarify issues and/or promote a greater understanding of the needs and concerns of the SA arts industry sector

Essential Deliverables

- Provision of efficient preparation and coordination of the Executive's regular meetings
- Documentation and keeping of the Council's records in accordance with industry standards and the requirements of the Incorporations Act
- Provision of sound financial records and operation of the Council's funds within budget parameters
- Provision of up to date membership records, servicing the annual members renewal process and processing new member information
- Production and distribution of written information as appropriate to the Council's activities
- Development of website to meet the communication needs of the Council
- Establishment of information networks and regular provision to the Council of information relevant to its role in the industry
- Provision of administrative, coordination and promotional services for public forums
- Advice, administration, coordination services associated with delegation/consultation initiatives
- Assist with driving and delivering a range of fundraising projects to meet annual fundraising targets

TIME ESTIMATES

This Schedule is based on an hourly rate of approximately \$28 per hour
Estimated hours are notional and some flexibility in allocation of hours is anticipated.

Item	Tasks	Estimated Time
1	Executive Meetings	60 hours 10 meetings @ 6 hrs, preparation, attendance, follow up
2	Meetings with Chair	11 hours Average 1 hours per month in person/phone x 11 months
3	Financial & General Administration	48 hours 48 weeks average 1 hour
4	Membership Services	42 hours Renewals and processing new subscriptions, database maintenance, new member drives
5	Website development	32 hours Average of 3 hours per month x 11 months
6	Information production, coordination & distribution	44 hours Preparation of e-bulletins, papers, reports of 4 hrs per month x 11 months
7	Annual Fundraising	55 hours Assist executive committee
8	AGM, AICSA forums, events and membership meetings	32 hours 3-4 per year average 8 hours each
9	Lobby and advocacy delegations and other meetings	26 hours Varying each year
	Total Hours	350 hours