

JOB DESCRIPTION

Role title:	Administrator
Classification:	Level 3, Clerks – Private Sector Award 2020
Basis of employment:	Part-time (0.5 FTE basis).
Reporting relationships:	The Administrator reports to the Artistic Director.
Purpose of role:	The Administrator is responsible for the general day-to-day administration of Young Adelaide Voices and supervises the work of the Choir Coordinator to assist in this.
Skills and experience:	<p>The Administrator will have demonstrated experience in a range of aspects of management in the context of a non-profit organisation.</p> <p>The Administrator qualities of integrity, flexibility and the ability to relate to people of all ages in a professional, friendly and efficient manner.</p> <p>The person will have experience in office administration, excellent time-keeping, be highly organised and have demonstrated experience in staff and volunteer liaison. Computer skills in Microsoft Office and accounting packages are required.</p>
Duties:	<p><i>Financial management:</i> The Administrator works closely with the Finance Administrator to communicate:</p> <ul style="list-style-type: none"> • Ongoing project costs and payments • Choir membership numbers each term • Overseeing membership invoicing and following up overdue accounts. • Assisting in the development of YAV's annual budget (in conjunction Finance Administrator and Artistic Director). <p><i>Communication and promotion:</i></p> <ul style="list-style-type: none"> • Targeted promotion to schools to recruit new members (with Artistic Director) and coordination of 'Come and Try' activities. • Updating YAV website as required, posts to social media accounts, choir bulletins and online newsletters. • Developing promotional material in conjunction with a graphic designer (including concerts, festivals and recruitment). • Liaising with film and audio professionals for concerts. • Liaison with parents and responding to questions regarding membership and choir operations. <p><i>General administration</i></p> <ul style="list-style-type: none"> • Communication with choir families including upcoming events and calendar. • Responses to general and membership enquiries. • Venue bookings for weekly rehearsals and set up of rehearsal rooms. • Compiling and preparing end-of-year assessment reports (following assessment by Tutors) and sending out at end of the year. • Responsibly maintaining and updating YAV's Covid Safe plans or similar. <p><i>Concerts and camps</i></p> <ul style="list-style-type: none"> • Set up and promotion of concerts including ticket sales, advertising, communication to families.

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	<ul style="list-style-type: none"> • Organisation of Front of House for all Choir Concerts. • Maintenance of VIP list and distribution of complimentary tickets for concerts. • Management of floats, handling cash from ticket sales at the door and other fundraising (e.g. bake sales). • Organisation of volunteers (front and back of house, choir guardians). • Collate catering requirements for camps, permission forms, camp arrangements, guardians and requirements. • Assist in event planning. <p><i>Fundraising</i></p> <ul style="list-style-type: none"> • Annual community raising event – fundraising and promotion in conjunction with YAV staff and Board. <p><i>Tours</i></p> <ul style="list-style-type: none"> • Organisation of timelines, meetings with parents (with Artistic Director and Operations). • Assisting in the development of a Tour budget (with Artistic Director, Finance Administrator and Board), invoicing families and management of payment plans. • Communication with touring families. • Coordinating fundraising activities. <p><i>Support to the Board</i></p> <ul style="list-style-type: none"> • Presenting a written report to each Board meeting, covering regular indicators of activity, choir numbers, and highlighting matters that require attention by the Board, including emerging risks and any requirements for unbudgeted expenditure. • Preparation of papers and taking minutes for Board meetings and the Annual General Meeting. • Other tasks as required (and general support to the Artistic Director and the Chair of the Board).
Special requirements:	Some out-of-hours work may be required. Working with Children Check required.
Last reviewed:	30 August 2021