**ADMINISTRATION & EVENT COORDINATOR**

**POSITION DESCRIPTION**

# POSITION TITLE: Administration and Event Coordinator

# LOCATION: Ngaanyatjarra Lands (Wingellina Community), WA,

# START DATE: As soon as practicable

# CONTRACT DETAILS: Full time contract to December 2023 (possibility of renewal)

# REPORTS TO: General Manager, NG Media

# POSITION OBJECTIVE

The Administration and Event Coordinator is responsible for ensuring the smooth operation of the NG Media Centre office, coordinating administration and back-end functions, providing administration logistic to support the Board of Directors and assisting in the coordination of small community cultural events.

# ORGANISATIONAL CONTEXT

Ngaanyatjarra Media (NG Media) is an Indigenous-owned media organisation currently supporting 6 remote Aboriginal communities in the Western Desert region of Western Australia. There are 11 communities in the Ngaanyatjarra Lands and the NG Media’s aim is to work with these additional communities over the coming two years. NG Media programs include training in and production of radio and film, music development, archiving, language recording, IT, technical broadcasting services and CRC.

Yarnangu (Aboriginal people of the region) are using modern media and communications technologies in ways that are meaningful and relevant to their rapidly evolving culture, and to tell their own stories using their voice. NG Media also works with Yarnangu to preserve their cultural heritage through the recording of traditional songs, dances and stories.

NG Media is based in a Media Centre in Wingellina Community (known as Irrunytju in the local language). It is the only service provider of its kind in the region and has grown substantially over the last ten years. The organisation has a strong history of Yarnangu ownership and participation in its programs, and has a good knowledge of community needs and aspirations. There are 14 Yarnangu members on its Board of Directors who take a keen interest in everything they produce and every project they embark on.

NG Media’s Vision is to empower Yarnangu to create and share their own stories through multi media. NG Media is where the gap between cultures is filled with stories and shared across the nation.

# ABOUT THE ROLE

This is a unique opportunity for a dynamic and self-motivated individual to apply their administration and logistics skills to manage the NG Media office, oversee local employees and handle the logistics of Board meetings and community events and functions. No two days will be alike!

Reporting to the General Manager, you will be responsible for opening and closing the office each day, purchasing and asset management, document management, overseeing paperwork/licenses/timesheets for employees, planning and arranging the travel logistics and communications relating to bimonthly board meetings and assisting with booking and coordinating the performance of events across the Ngaanyatjarra Lands.

Your ultimate goal will be to ensure the smooth running of the NG Media Centre, encourage the regular attendance of local employees and working to ensure the engagement of a group of geographically dispersed indigenous Directors.

Your time will be split between running the office and undertaking the admin functions associated with that, providing induction and managing the new starter paperwork for local community workers, organising the board meetings and assisting Creative and Radio Coordinators with bookings and event management.

You will need to develop close working relationships with staff, Directors and key stakeholders of NG Media and be the face of the NG Media Centre in Irrunytju. We are looking for a solutions-focused person with a can do attitude to work who has experience working in culturally diverse organisations.

You will be based in Irrunytju, but on occasion the role may involve travelling to communities throughout the region.

# DUTIES AND RESPONSIBILITIES:

1. **Day-to-Day Operations**

* Opening and closing of the Media Centre office each day, answering phones and being the first point of contact at the Media Centre.
* Being responsible for document management including managing shared drives, funding documents, administration and procedural documents, setting up and maintaining registers
* Order and maintain supplies of office and Media Centre stores
* Oversee NG Media assets, ensuring they are documented and maintained as required, including vehicles, IT and electronic equipment, etc.
* Monitor facilities and office supply budgets as required, and oversee other expenses necessary to day-to-day administrative operations
* Being proactive and solutions-focused by researching and developing new services and methods, setting priorities, and problem solving for workflow or any other workplace issues
* Develop and maintain administrative systems to ensure issues with work operations are resolved rapidly
* Work closely with all other employees to produce quality work and successful activities and events.
* Maintain good relationships with internal and external stakeholders.
* Perform all other duties as is necessary for the effective operation of NG Media.

1. **Monitor Local Staff Employment**

* Oversee timesheet completion for local community workers.
* Provide initial training and induction for new local community workers including assistance with new starter paperwork, registers of licences, training in NG Media employment procedures
* Ensure new employment paperwork is processed in a timely manner.

1. **Event Coordination and Directors Meeting Logistics**

* Assist Creative Coordinators and Radio Coordinators with coordination of community events and performances they are managing. This may include making bookings, liaising with schools and other community venues, service providers etc, arranging catering, travel etc.
* Oversee all planning, communications, travel logistics, catering and IT support for the bi-monthly Board of Directors meetings.
* Provide administrative support to facilitate bi-monthly Board of Directors meetings, including preparing and distributing agendas and minutes.
* Develop strong working relationships and communication channels with Directors to ensure their engagement with and attendance at the meetings.

1. **Reporting**

* Provide fortnightly reports on all activities to the General Manager.

* Maintain and account for all NG Media assets as directed, and any other equipment required for your position.
* Report on Media Centre office expenditure and budgets.

1. **Equipment and Health and Safety**

* Ensure all office equipment is used and maintained in accordance with operational instructions and health and safety processes.
* Take all reasonable care of your own and others’ health and safety requirements in all indoor and outdoor environments.

1. **Personal Attributes, Skills and Abilities**

* Experienced and reliable administrator with a great deal of self reliance, flexibility and an open, collaborative working style, a can-do attitude and solutions-focused.
* Patient and mature person with a high standard of professional and personal conduct, alongside strong interpersonal and social skills.
* Previous experience in adult education (desirable) and a person who loves a challenge and thrives on a busy and varied schedule.
* Well developed written and oral communication skills and the ability to effectively communicate with culturally diverse groups (from Yarnangu communities, staff and management, government and other non-Yarnangu agencies).
* Demonstrated understanding of the political, social and economic factors that affect Indigenous people and the ability to work with traditional Indigenous people in a dry remote community.
* Understanding of the challenges of living and working in a cross-cultural environment in a remote location.
* A good level of physical fitness and capacity to undertake remote travel, usually driving.

# KEY PERFORMANCE INDICATORS:

* Kathy – feel free to insert any KPI’s here
* Training and procedures are completed, evaluated and documented accordingly.
* Complete projects on time and within budget.

# SELECTION CRITERIA:

Essential

* Demonstrated office administration and event coordination experience, including travel logistics, managing office environments and facilitating small-scale events.
* Demonstrated previous experience working in culturally diverse organisations and/or teams.
* Strong working knowledge of the Microsoft suite of software, google drive and ability to produce, maintain and manage corporate documents.
* Well developed written and oral communication skills and the ability to effectively communicate with culturally diverse groups
* Strong interpersonal and social skills, a high level of initiative, self-reliance, flexibility and an open, collaborative working style and a can-do, solutions-focused attitude.
* Working knowledge in use of all relevant office equipment and ability to teach others how to use it.
* Demonstrated understanding of the political, social and economic factors that affect Indigenous people and the ability to work with traditional Indigenous people in a dry remote community.
* Current Australian manual driver’s licence
* Full COVID 19 Vaccination
* WWCC for WA
* Police Check

Desirable

* Previous experience working with Indigenous people and communities.
* Previous experience in adult education
* Relevant qualifications in administration.

# WHAT’S ON OFFER

SalaryRange $60-75,000 pa cash component per annum plus superannuation

District Allowance $4,133 per annum

Salary Sacrifice NG Media is a PBI and charity entitled to full salary packaging

Annual leave 4 weeks annual leave and 17.5% leave loading per annum

Additional leave 4 weeks additional leave per annum (conditions apply)

Accommodation Furnished accommodation provided and utilities paid (power, water and internet)

Vehicle Access to an NG Media work vehicle will be provided

Travel $1275 pro-rata per annum airfare assistance

Relocation costs Relocation assistance provided (with receipts)