

RISING :

POSITION DESCRIPTION

SEPTEMBER 2021

ROLE :	ADMINISTRATORS/ASSISTANTS
TYPE :	FULL TIME, FIXED TERM
TEAM(S) :	CREATIVE & DELIVERY PLANNING

RISING

[RISING](#) is a surge of art, music and ceremony in the heart of Melbourne.

Taking the place of the Melbourne International Arts Festival and White Night Melbourne, RISING is a major cultural event for the Asia Pacific Region created by a diverse team of local, national and international artists and curators.

Interlocking circles of experience and connection will radiate through the night, as the city re-synchronises and is re-energised with public art, performance and music spanning the emerging and iconic, the epic and intimate.

THE ROLE

We are looking for arts-loving and adaptable administrators to support the Creative and Delivery teams through planning and delivery of the 2022 Festival. This role is suited to someone who is a naturally organised administrator and who thrives in a fast-paced team environment.

Your key relationships are with the Head of Creative Planning, Head of Delivery Planning and Festival Administrator. You'll work closely with the entire Creative & Delivery teams. RISING has a strong focus on producing our own events and commissioning new work. Our evolving operational model requires dynamic, flexible and efficient administrative systems to enable our increasingly complex workflow to be managed across multiple departments in a streamlined way— minimising onerous procedure and maximising seamless information sharing.

You're a stickler for accuracy with high standards and sound judgement, but you also recognise you work with human beings, so you're flexible, open and collaborative—particularly when it comes to competing priorities. You're able to adapt to a fluctuating workload and a dynamic, demanding work environment. No one holds you to a higher standard than yourself—you believe in personal accountability and understand delegations of authority. You're comfortable and experienced in guiding and setting expectations with your team members.

DAY-TO-DAY, YOU WILL :

- Coordinate and schedule site visits and/or meetings with internal and external parties
- Implement the contract/procurement process (including status tracking) with artists, suppliers and venues including building and managing relationships
- Assist with the recruitment process
- Train and support staff in the use of platforms used by the organisation
- Assist with accurate gathering and recording of data in the Artifax database to meet the requirements of the organisation
- Ongoing support with data maintenance and data entry including reporting
- Manage filing systems within SharePoint
- Support the accounts payable workflow and reconciliations
- Comply and respond to all procedural, administrative, and operational guidelines and instructions
- Other duties as directed from time to time commensurate with the position

SKILLS YOU'LL NEED :

- Clear and friendly communication and extremely high-level organisation skills
- Flexibility, a collaborative and positive approach, will go a long way in an environment that values creativity and innovation but needs clear structure and due process to realise them
- Working knowledge of the cultural sector
- Good administration experience to work on data management, systems and internal communications and processes
- Be able to deal with high volume workload while maintaining a keen eye for detail, and be genuinely motivated by a well-designed and well-implemented system

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- Thrive in a high-pressure culture that moves fast but relies on the passion, commitment and extremely high standards of its entire team to succeed
- An interest and / or proficiency in timeline and project management platforms, database systems and file hosting services
- Experience in event administration tasks such as issuing contracts, invoicing and obtaining licenses

LOCATION

Subject to State Government Covid-19 travel and working from home (WFH) restrictions, the position operates from the RISING office, Level 2, 377 Lonsdale Street, Melbourne. RISING supports flexible working arrangements for staff and a hybrid office/WFH model is currently in place.

ACCESS

RISING is a festival aspiring to be a cultural leader in diversity and inclusion. We want our organisation and program to be a true reflection of our city representing people of diverse abilities, cultures and backgrounds. We encourage applications from First Nations people, those who are culturally and linguistically diverse, and people who have a disability or who are d/Deaf.

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Friday, between 9AM–5PM. We are only able to respond to accessibility enquiries at this number, for all other queries please email jobs@rising.melbourne.