



**MUSEUMS AUSTRALIA (VICTORIA)
POSITION STATEMENT**

Position Title: Office Coordinator

Part time, 9.30 am – 4.00 pm, Monday to Friday
Ongoing

Reports To: Victorian Collections Managers
Museums Australia Inc. (Victoria)

Date of Revision: March 2017

1. DUTIES

Museums Australia is the national professional association for the museums and galleries sector. The Office Coordinator is responsible for administrative, communications and event support for the Museums Australia (Victoria) Branch Office, and is the face of the organisation for visitors to our office, and enquiries received by telephone and e-mail.

The Office Coordinator provides a reception point for members and the general public, supports programmed events, and co-chairs our state and national conferences.

Under the general direction of the Executive Director and in consultation with stakeholder groups, the Office Coordinator will undertake the following duties:

Administrative

- 1.1 Provide a reception point for members and the general public at the Branch Office, handling face-to-face, telephone and e-mail enquiries.
- 1.2 Undertake general administrative duties including filing, mail, keeping up stock/maintenance of office equipment and supplies.
- 1.3 Manage day-to-day banking, including deposits of all cheque/cash/credit card bookings received, issuing of receipts and petty cash management.

- 1.4 Provide administrative support for Branch Committee and Advisory Committees and occasional external meetings by recording minutes, distributing meeting papers, organising room and catering bookings, and refreshments.
- 1.5 Support the Executive Director in recruitment processes by advertising positions available, collating applications for the selection panel, room bookings, and supporting induction of new staff by liaising with the Human Resources, IT and Facilities departments within Melbourne Museum.

Communications

- 1.6 Maintain and develop information on Victorian museums, including promotional materials, membership details, the online database of museum details and the lists of suppliers and consultants.
- 1.7 Source content, compile and distribute the weekly e-bulletin.
- 1.8 Compile website updates and assist with proofreading for special program e-bulletins, INSITE magazine and other collateral to support the Communications Manager and Editor.
- 1.9 Handle membership enquiries including sending collateral to new members, renewed members and emailing membership reminders.

Events and Conferences

- 1.10 Co-chairing the biennial Victorian Museums and Galleries Conference with the Executive Director. The conference rotates around regional locations and requires close liaison with a local organising team as well as MA (Vic) coworkers. This is a project management role requiring competency in managing conference speakers, VIPs, organising local committee members, and working alongside other MA (Vic) colleagues responsible for other elements of the conference.
- 1.11 Manage all MA (Vic) event bookings using the online booking system, creating attendance sheets and name tags, collating seminar/workshop packs, and setting up/packing up registration desk and catering as needed. Provide statistics on event attendance to the Executive Director for reports to funders.
- 1.12 From time to time, special projects in addition to the job description may be offered to be undertaken when resources allow.

2. KEY SELECTION CRITERIA

- 2.1 Demonstrated ability to provide a high level of administrative support to a busy office.
- 2.2 Excellent interpersonal and communication skills including telephone manner, written communication expertise, and proofreading.
- 2.3 An ability to determine relative priorities and workload and to manage time accordingly.
- 2.4 Excellent computer skills including experience with Microsoft Office including Word (word processing and mail merge), Excel (creating and maintaining advanced spreadsheets), and Outlook for email.
- 2.5 Demonstrated experience and initiative in supporting and organising events, and liaising with a wide range of people and organisations.

3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

- 3.1 Experience working in a membership or non-profit organisation.
- 3.2 An interest in the Victorian museums and galleries sector.
- 3.3 Administrative experience in a small- to medium-sized organisation.

4. RELATIONSHIPS

Museums Australia is the national professional membership organisation for those who work in or are interested in galleries and museums in Australia. It operates an extensive program of activities from both national and state offices, including production of a quarterly national journal, Museums Australia Magazine. The national office is located in Canberra. Museums Australia Inc. (Victoria) represents members of the organisation based in Victoria, with a management committee elected by, and responsible to, the Victorian membership.

The Office Administrator is responsible to the Executive Director of Museums Australia Inc. (Victoria) and routinely comes into contact with MA (Victoria) members, MA (Victoria) committee members, government agencies, and members of a variety of museum and other arts, tourism and training organisations.

Other staff in the organisation include: a Communications Manager, an Editor, an Events Coordinator, a Finance Manager, a Green Museums Manager, two Museums Accreditation Program Co-Managers, a Museums Exhibitions Manager, an Office Coordinator, and in the Victorian Collections team, two Victorian Collections Co-Managers and a Communications and Education Coordinator.

5. AUTHORITY

The Office Coordinator is authorised to:

- 5.1 Take appropriate action to ensure delegated programs and respective budgets are managed in a timely and efficient manner.
- 5.2 Provide clients with advice within the Officer's sphere of expertise.
- 5.3 Publicly promote the delegated programs and other branch activities.

6. OTHER RELEVANT INFORMATION

- 6.1 The position is part time and ongoing. Some out of hours work may be required.
- 6.2 The position is based in Melbourne and involves regular regional travel. The Branch office is currently housed with Melbourne Museum through the generous support of Museum Victoria.
- 6.3 General terms and conditions as described in the Terms and Conditions of Employment and the Employment Policies and Procedures Manual. The position is subject to the successful completion of a three month probationary period.
- 6.4 The annual salary for the hours of 9.30 am – 4.00 pm, five days per week is \$44,195 plus superannuation, paid to the minimum required by applicable legislation, depending on skills and experience.
- 6.5 Further enquiries may be directed to: Laura Miles, Executive Director, Museums Australia (Victoria). Ph 03 8341 7344.