



## **NMF ADMINISTRATOR - POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Administrator, NMF
<b>REPORTING TO:</b>	NMF Committee
<b>PERIOD:</b>	12 months (1 day per week starting 12 March 2018)
<b>REMUNERATION:</b>	\$13,000 (\$250 per day)

### **INTRODUCTION**

The Natalie Miller Fellowship (NMF) supports the professional leadership of women in the screen industry through fellowships and special programs. We work with all sectors of the screen industry including exhibition, distribution, broadcasting, post-production, production and cultural agencies. The NMF is about recognizing professional excellence at the most senior levels of the screen business and supporting women to build that further. We strategically connect current and future women leaders with each other and with key decision makers in the screen industry and beyond.

### **PURPOSE OF THE POSITION**

The Administrator will provide administrative support to the Committee of Management (Committee) of the Natalie Miller Fellowship. The Administrator will also manage operational aspects of promotion, sponsorship and budgets and is the main point of contact for general external inquiries.

### **RESPONSIBILITIES**

1. Provide administrative support to the Committee in the form of (but not limited to): organising regular meetings, reporting, taking minutes and fielding general external inquiries.
2. Maintain NMF database and Dropbox.
3. Oversee NMF website and social media notifications (Facebook, Twitter, other avenues as deemed appropriate).
4. Provide support for the Committee's promotional strategies.
5. Oversee obligations with external partnerships and ensure that all agreed benefits and deliverables are met in a timely manner.
6. Liaise under guidance with external stakeholders including industry and government funding bodies.
7. Draft funding applications and ensure reports and acquittals are delivered.
8. Present to the committee recommendations to increase funding for the Fellowship such as philanthropic opportunities, being mindful not to compromise the culture and vision of the Natalie Miller Fellowship.
9. Other duties as required.

## **RELATIONSHIPS**

1. Committee – Report to the Committee including monthly meetings and follow up actions arising at the meetings.
2. External stakeholders – Develop and maintain relationships for promotional, sponsorship and other activities of mutual benefit (e.g. Film Victoria, ACMI, SPA, AIMC).

## **DESIRED QUALITIES**

1. An interest and commitment to women's advancement in the screen industries.
2. A self-starter with good administration, computing and communication skills.
3. Demonstrated ability to work independently and with a small team.
4. Preferable - 2 years' experience working in some aspects of the film industry (e.g. film culture, exhibition, distribution, production), preferably with experience in promotion and dealing with Australian screen funding bodies.

## **QUALIFICATIONS**

1. Undergraduate degree preferably in media, the Arts or Arts Management, or equivalent experience and knowledge.

For further information, contact:

Heather Scott, [heather@nataliemillerfellowship.com](mailto:heather@nataliemillerfellowship.com) or 0400 127 247.

## **HOW TO APPLY:**

Email a cover letter and resume to [heather@nataliemillerfellowship.com](mailto:heather@nataliemillerfellowship.com) by 5pm Monday 26 February 2018.