

Natalie Miller Fellowship

JOB TITLE:	ADMINISTRATOR
REPORTING TO:	COMMITTEE PRESIDENT
PERFORMANCE REVIEW PERIOD:	3 MONTHS
LOCATION:	MELBOURNE BASED, WORK FROM HOME/REMOTE
HOURS:	PERMANENT PART-TIME 2 DAYS PER WEEK - FLEXIBLE HOURS WITH SOME REQUIREMENTS OUTSIDE NORMAL BUSINESS HOURS (EG ATTENDING COMMITTEE MEETINGS)
SALARY:	\$65,000 per annum (pro rata at 2 days per week) plus superannuation

Description

The Administrator provides administrative support to the National Committee of Management (Committee) of the Natalie Miller Fellowship. The Administrator also manages operational aspects such as marketing, database management, communications and external inquiries. Lastly, you will manage the annual fellowship grant program.

Responsibilities

1. Provide administrative support to the Committee in the form of (but not limited to): organising regular meetings, reporting, taking minutes, drafting agendas, managing documents, administer zoom meetings, arranging travel requirements, and fielding general external and internal inquiries.
2. Maintain NMF database and Dropbox accounts.
3. Manage, create content, write copy and field direct communications of the NMF website (wordpress); social media accounts and subscriber newsletter (mailchimp).
4. Provide support for 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, maintaining alignment with the culture and vision of the Natalie Miller Fellowship.
9. Format documents and digital assets (basic graphic design skills minimum) for both internal and external purposes.
10. Promptly respond to all communications and enquiries.
11. Manage action tasks of the Committee and provide reminders.
12. Assist the Treasurer in managing Eway Donation portal, as well as being responsible for small purchases pre-approved by the Committee.

13. Assist in the management of events, ticketing and promotion.
14. Oversee the activities of the Social Media Intern (to be appointed).

Relationships

1. Committee – Report to the Committee including monthly meetings and follow up actions arising at the meetings. You will work directly with the President who will review and approve tasks.
2. External stakeholders – Develop and maintain relationships for promotional, sponsorship and other activities of mutual benefit (e.g. VicScreen, ACMI, Screen Producers Association, Australian International Movie Convention).

Qualifications and Experience

1. 2 years administration experience
2. Undergraduate degree preferably in media, Cinema Studies, the Arts or Arts Management, or equivalent experience and knowledge.
3. Demonstrated ability to work independently and with a small team.
4. Preferable – 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.

Desired Qualities

1. A passion for and commitment to women's advancement in the screen industries.
2. A self-starter with good administration, computing and communication skills.