



## **NMF ADMINISTRATOR POSITION DESCRIPTION**

<b>JOB TITLE:</b>	ADMINISTRATOR, NMF
<b>REPORTING TO:</b>	NMF COMMITTEE
<b>PERIOD:</b>	10 June – 22 November 2019 (24 weeks) 1.5 days per week (or 3 days a fortnight)
<b>REMUNERATION:</b>	\$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 for monthly Committee meetings in the form of (but not limited to): schedule meetings, draft agenda, take minutes, coordinate reporting.
2. Respond to general enquiries in a timely manner.
3. Organise fundraising and networking events under direction from the Committee. Liaise with event partners, including sponsors and venue, oversee ticket sales.
4. Manage the annual Fellowship application and assessment process, includes promoting the call for applications, responding to enquiries, reviewing eligibility, liaising with judges, organising announcement.
5. Oversee NMF social media channels (Facebook, Twitter, Instagram), create and implement social media calendar of posts.
6. Update NMF website content, post announcements and event details as needed.
7. Implement the Committee's communication and promotional strategies.
8. Draft funding proposals, ensure obligations are met, draft reports and oversee acquittals.
9. 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.
10. Maintain NMF Dropbox.
11. 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. Proven experience in a similar role.
5. 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.

We encourage applications from women of diverse and traditionally under-represented backgrounds.

### **For further information, contact:**

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

## **HOW TO APPLY**

Please send a cover letter addressing the desired qualities and resume to [heather@nataliemillerfellowship.com](mailto:heather@nataliemillerfellowship.com) by 5pm Sunday 2 June.