



Position Description - Administrative Assistant

ArtSound FM is a volunteer-powered community radio station in Canberra. We promote and nurture the full spectrum of visual and performing artists, and broadcast a unique mix of arts, jazz, blues, folk, world and classical programs.

Position Title	Administrative Assistant	Classification	12-month contract, fulltime
Reports To	ArtSound Board	Hours of Employment	35 hours per week
Salary Range	\$40,000 per annum	Superannuation	9.5%
Approved By	ArtSound Board	Date Updated	13 January 2019

Selection Criteria

Essential

1. High-level organisational skills including the ability to prioritise, work to deadlines, multi-task and plan ahead.
2. Proven recent experience in an administrative role
3. Must demonstrate a high level of attention to detail and accuracy.
4. Experienced in Microsoft Office applications, particularly Word, Excel & Outlook.
5. Experienced with online communications including updating websites and social media.
6. The ability to work independently or as part of a team.
7. Strong interpersonal skills and highly developed written & oral communication skills.
8. Demonstrated ability to communicate effectively with a diverse range of people.
9. Well-developed political and cultural awareness and an understanding of cultural diversity.

Desirable

1. A good knowledge of, and an interest in, the community-broadcasting sector or the ability to acquire the knowledge.
2. An interest in development of the arts in Canberra
3. Experience working with Xero accounting.
4. Experience with accounts receivable and reconciliation of petty cash.

Application Guidelines

Short cover letter indicating why you want to work for ArtSound

- Address the selection criteria (not to exceed 3 pages in total)
- Resume (not to exceed 3 pages)
- Names, phone numbers and email addresses of three referees.
- Applications should be addressed to Amalijah Thompson, President, ArtSound Incorporated and emailed to president@artsound.fm
- Applications close at COB Thursday 31 January 2019