



## South Australian Living Artists (SALA) Festival Program Coordinator Position Description

**Title of Position:** Program Coordinator

**Appointment:** Full Time

**Terms of contract:** 1 x year

**Remuneration:** \$45,000- \$50,000 gross per annum plus super

### South Australian Living Artists Inc

#### **Vision**

To create and sustain an environment in which South Australian visual artists are supported, valued and celebrated.

#### **Mission**

SALA provides a range of opportunities and initiatives that celebrate and promote South Australian visual artists, locally, nationally and internationally. Initiatives include the annual SALA Festival, an innovative, community-based State-wide festival.

#### **Approach**

SALA is committed to inclusivity, innovation, excellence, sustainability and accountability. SALA fosters a wide range of mutually beneficial collaborations and partnerships to achieve its Vision and Mission.

S.A. Living Artists Incorporated is known as the SALA Festival. The objects of the Association are to

- Celebrate the talent and imagination of artists living and working in South Australia.
- Showcase the work of South Australian Living Artists, and to develop an audience for it.
- Do all such other things as may be incidental to the attainment of such objects.
- Operate as a not for profit association.

## Summary of the Position and its Responsibilities/Duties

The Program Coordinator is responsible to the CEO, South Australian Living Artists Inc. for the administration functions of the SALA Festival.

The incumbent will work closely with the CEO and Program Manager to achieve the objectives and goals of South Australian Living Artists Inc.

**Internal:** The Program Coordinator reports to the CEO. The incumbent is responsible for providing sound, effective and accurate information to the CEO and key stakeholders regarding the SALA Festival program, events and activities.

**External:** The Program Coordinator will be the primary contact for artists, venues, councils and volunteers as well as support contact for donors, sponsors and media. The Program Coordinator liaises with various other stakeholders in the visual arts, state and local government departments and the business sector to achieve the objects of SALA Inc.

## Special Conditions

<b>Out of Hours Work</b>	Some out of hours work will be required
<b>Travel</b>	To stakeholder meetings and intrastate may be required
<b>Location</b>	SALA office
<b>Conditions</b>	A flexible approach to duty of hours and days worked is required
<b>Performance Targets</b>	Required to participate in Performance Management.

## Position Description

<b>Program Coordination and Arts Liaison</b>	Key contact for all artists/venues/arts community enquiries pertaining to exhibitions. Develop and maintain relationships with artists/venues/local arts communities.
	Coordinate venues and artist listing on the SALA website.
	Assist exhibitors with online registrations, over the phone, via email or face to face. Responsible for updating registrations via the Content Management System (CMS).
	Support the processing of artist/venue payments, issuing invoices and receipts where necessary.
	Provide images, SALA logos, sponsor logos and other information as requested by stakeholders.
	Coordinate the distribution of programs, posters and venue stickers.
	Proof reading SALA program, marketing and publicity materials.
<b>Online Administration</b>	Assist in updating content on the SALA Festival website, online forms and mobile web application.
	Support the maintenance and dispatch e-newsletters, updates and media releases to artists, venues, stakeholders and partners. Assist with copy writing.
	Assist with social media campaigns including Facebook, Twitter, YouTube and Instagram.
	Coordinate online advertising with externals for the website.
<b>Event Coordination</b>	Send e-invites to the official SALA functions, and manage RSVPs.
	Support the SALA Festival projects and events including Artist-in-Residence, program launch, awards night, opening night, forum, PechaKucha night, SALA Parlour, education program, sponsor exhibitions and tours.
<b>Staff Support</b>	Coordinate inductions, scheduling and managing the volunteer's positions and providing support to them, and disseminate information where appropriate.
	Coordinate volunteer roster
<b>Publicity</b>	Provide image or copy content to media outlets and publicist as required.
	Collate media clippings.
	Maintain database of media contacts. Distribute media releases to media.

<b>Customer Service</b>	Building positive relationships with all members of the South Australian Community.
	Responding to phone, email and in-person enquiries from artists, venues and other stakeholders.
	Preparation for and attendance at information sessions as needed.
<b>Fundraising and income generation</b>	Manage the friends of SALA list and administration.
	Maintain partnership lists and correspondence including the friends of SALA.
	Support potential new partners and income revenue – including corporate hosting/ tours/ workshops during the festival.
<b>Administration</b>	Maintaining and updating the SALA database to ensure effective e-mail correspondence.
	Keep financial worksheet up-to-date, process Stripe, cash, and cheque payments.
	Work in accordance to all Legislative policies and practices including OHS&W and EEO and SALA Inc. policies and work instructions.
	General office management including banking, ordering stationary, archiving and postage.
	Keep track of petty cash
<b>Occupational Health and Safety</b>	Other reasonable duties as required.
<b>Other</b>	Participating in staff meetings, strategic planning and other activities as required.

## **KEY CRITERIA**

### ***ESSENTIAL MINIMUM REQUIREMENTS***

- The incumbent will have worked or studied in a relevant arts/events/festivals communications field
- Interest in the arts industry
- A proven track record in delivering excellence in customer service
- Demonstrate good communication, interpersonal and liaison skills
- Highly developed project coordination skills with attention to detail to ensure large amounts of information are managed effectively
- Proficient in MS suite of programs including Word, Excel, Outlook, PowerPoint
- Technically savvy and experience with social media and online platforms including Facebook, Twitter, Instagram and YouTube
- Possess sound financial, administrative and data management skills
- Ability to work within budgets

- Excellent time management skills and proven ability to meet deadlines with an ability to prioritise workload and seek clarification when necessary
- Ability to operate with initiative and work with minimal supervision
- Lateral thinking and problem-solving skills
- Ability to work harmoniously and as part of a small team

#### ***PERSONAL QUALITIES***

- Excellent people skills
- Excellent verbal and written communication skills
- Excellent attention to detail
- Energetic, self-motivated and resilient
- Ability to thrive when working under pressure and to deadlines
- A positive 'can do' attitude

#### ***DESIRABLE CHARACTERISTICS***

- Ability to use Content Management Systems and basic web graphics
- An understanding of the administrative requirements of a Not for Profit organisation
- Possess the ability to implement relevant operational policies