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## AUSTRALIAN CULTURAL FUND OFFICER

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### POSITION DESCRIPTION

<b>Position Title:</b>	Australian Cultural Fund Officer
<b>Reports to:</b>	Australian Cultural Fund Manager
<b>Term:</b>	Full time
<b>Salary Range:</b>	\$60,000 - \$65,000
<b>Position Based in:</b>	Southbank, Victoria

#### **Creative Partnerships Australia**

Creative Partnerships Australia's purpose is to foster a culture of private sector support for the arts in Australia; to grow a more sustainable, vibrant and ambitious cultural sector for the benefit of all Australians.

#### **Objectives of the position**

- To manage the administration of the ACF as a point of contact for artists and donors.
- To coordinate the delivery of the ACF online platform in collaboration with colleagues and service providers.
- To develop and deliver promotional materials that support the growth of the ACF.

#### **Duties**

- Support the successful delivery of the ACF strategy for growth.
- Coordinate the maintenance and development of the ACF online platform.
- Provide information and advice to artists and arts organisations about registering with the ACF.
- Provide support and information on the use of the ACF platform to donors.
- Be a vital point of connection between ACF artists and donors with the ACF Manager and State Managers.
- Manage the operational delivery of the ACF online platform, coordinating processes for receiving donations, paying and acquitting grants.
- Work with the Operations Team, contributing to processes for receiving donations, paying and acquitting grants.
- Work with Digital Content Officer to promote the ACF through social media and communications.
- Coordinate opportunities for ACF information sessions to stakeholders and at peak industry organisations events.
- Work with the ACF Manager on the preparation of ACF data collection and reports.

## **Key Relationships**

- Current and prospective ACF artists and arts organisations
- Current ACF donors
- ACF Manager
- Creative Partnerships' Marketing and Communications team
- Creative Partnerships' Finance team
- Creative Partnerships' Operations team
- Creative Partnerships' Programs Officer

## **Key Selection Criteria**

- Experience in front-line customer service and stakeholder management.
- Strong organisational skills and experience in administration.
- Capacity to multi-task effectively and deliver across simultaneous projects.
- Experience working in an arts or non-profit environment and an enthusiasm for the arts and artists.
- Excellent interpersonal skills, with strengths in relationship building.
- Understanding of communications, social media, CRMs and content management systems.
- Positive attitude to working in a small team and an outcomes focused approach.
- The ability and drive to take initiative, think creatively and adapt to change.
- A relevant tertiary qualification.

## **HOW TO APPLY**

To apply please send your CV with a cover letter addressing the key selection criteria to [hr@creativepartnerships.gov.au](mailto:hr@creativepartnerships.gov.au) by 5pm, 14 May 2021.

Please contact Syrie Payne, ACF Manager at [syrie@creativepartnerships.gov.au](mailto:syrie@creativepartnerships.gov.au) regarding any queries.