

HUMAN RIGHTS ARTS & FILM FESTIVAL

FESTIVAL ADMINISTRATOR

POSITION Festival Administrator

REPORTS TO CEO

APPLICATIONS CLOSE 5pm Friday 6 October

ABOUT HRAFF

HRAFF is a not-for-profit organisation committed to making human rights accessible, relevant and significant to all Australians.

The Festival aims to advance and encourage education and debate among the broader community about human rights issues through the presentation of outstanding film and art.

HRAFF presents a vibrant, multifaceted festival, including film, visual art, music and forums that combine a diverse array of creative responses to contemporary human rights issues.

More information can be found here: <http://hraff.org.au/>

POSITION DESCRIPTION

HRAFF is looking for an enthusiastic and experienced Festival Administrator to coordinate the day-to-day operations and administration of the organisation. This position will be responsible for delivering HRAFF core administrative functions and providing executive support to the CEO and HRAFF staff. This is an opportunity to be involved in a significant cultural event on Melbourne's calendar with a passionate and dedicated team.

RESPONSIBILITIES

- Provide a high level of administrative assistance to the HRAFF team and assist team members in implementing projects and activities.
- Process and coordinate Festival payments, income, donations, banking and other financial functions.

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- Maintain Festival contacts and database systems.
- Assist the Marketing and Development Manager with Festival ticketing and other marketing functions.
- Maintain the operation and efficiency of the Festival's office environment including HRAFF's filing systems, website, email, Dropbox, PayPal and other IT requirements.
- Assist with employee and volunteer recruitment and induction processes and implementation of organisational policies.
- Prepare agendas and minutes when required.
- Ensure all lines of communication to the Festival are maintained, delegated and followed up, including the phone, email and post.
- Other duties as required.

KEY SELECTION CRITERIA

HRAFF is looking for someone with the following skills and experience, which include:

- Demonstrated administrative experience.
- Excellent problem-solving skills and demonstrated initiative.
- Excellent time management and high attention to detail.
- Highly developed teamwork skills, including demonstrated ability to work collaboratively and with a volunteer workforce.
- Strong communication skills with the ability to network and build relationships with Festival stakeholders.
- A flexible approach, a sense of humor and ability to remain calm under pressure.
- Commitment to HRAFF's objectives, mission, vision and values.
- An interest in human rights, arts, film and discussion

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TO APPLY

To apply, please submit your CV and a short cover letter outlining your skills and experience. Please submit your application by Friday 6 October 2017 marked Festival Administrator in the subject line to Aleta Moriarty, CEO.

This is a volunteer role, however a highly rewarding one, with real responsibilities. The successful applicant will gain invaluable practical experience and establish industry connections.

Shortlisted applicants will be interviewed in Melbourne the following week. Applicants must be based in Melbourne. If you have any initial queries about the position please email Aleta Moriarty at the above email address.

HRAFF is an Equal Opportunity Employer.