

Position Description

Dax Coordinator – The Dax Centre

Title:	Dax Coordinator
Purpose Statement:	Provide timely and supportive administration support across all of the Dax Centre programs.
Team:	The Dax Centre
Reports to:	Gallery Manager, Stef Harris
Staff Reporting to:	N/A
Location:	Parkville – The Dax Centre
Employment Status:	Part-time, 20 hours per week, \$31 per hour (excluding 10% super) Commencement: mid September - late October 2021 Contract until June 30 2022 with possibility of extension

Key Functions:

- Gallery and Volunteer Management
 - General administrative work to support the gallery and volunteer management as required.
- Studio Dax
 - Efficient, timely and accurate administration support to studio team.
 - Effectively coordinate information and communications associated with the artist enrolment process.
 - NDIS reporting and processes are accurate and responded to in a timely manner.
 - Purchase/coordinate art materials as required, in consultation with the Gallery Manager and within budget.
 - Clear, timely and friendly communications with clients and public.
 - Ensure up-to-date and accurate artist databases and records management.
 - Autonomously submit reporting requirements for funding and regulatory bodies.
 - Ensure that the studio office is well presented and kept neat and tidy at all times.
- Education Program Management
 - General administrative work to support the education program as required.
- Marketing
 - General administrative work to support marketing activities as required.
- Event Management
 - Manage all aspects of events such as exhibition opening and, workshops; including invitations, catering requirements and oversee the running of events.
- Venue Hire
 - General administrative work to support venue hire as required.

- Compliance
 - Ensure compliance with all volunteer standards and legal requirements
 - Comply with statutory and organisational policies and procedures including funding body requirements.
- Quality and Safety
 - Ensure any incidents involving visitors, staff or volunteers are recorded as per SANE processes and procedures.
- People and Culture
 - Adhere to SANE Australia/The Dax Centre policies and procedures.
 - Contribute to an organisation culture based on collaborative work groups and with communicative, flexible, positive and strength- based approaches.
- Other duties as required

Essential Requirements:

- **Skills & Expertise**
 - 1+ years in a similar role
 - Appropriate skills, knowledge, experience and a proven interest in visual arts and mental health
 - Strong administration skills and information technology skills, with an ability to operate computer systems and software including MS Office, Adobe Photoshop (desirable), InDesign (desirable), online databases and web authoring tools
 - A commitment to delivery of excellent customer service and experience
 - Good communication skills and strong interest to engage with visitors to The Dax Centre.
 - Able to work unsupervised to meet deadlines.
 - Ability to assist with co-ordinator of volunteers and casual staff
 - An awareness of NDIS regulations, funding, and practices is highly desirable but not essential
- **Qualification and Experience**
 - Undergraduate in Arts, Communications, Marketing or other equivalent educational and professional experience.
 - RSA and food handling certificates are preferred but not essential, training can be provided for these certificates if required.
 - Level 2 First Aid certification is an advantage

Other requirements for this role:

- A valid Working with Children Check
- Successful applicants are required to undergo a National Criminal Record Check

Industrial Instrument:

Industrial Instrument Classification: