



Culture First.
Supporting Aboriginal
Art Centres of
Central Australia

POSITION TITLE:	Administration Officer
POSITION NUMBER:	CORP03
EMPLOYMENT BASIS:	Full-time (renewable contract subject to funding)
SALARY RANGE:	\$60,000 to \$70,000 p.a. (above award) Level 3-4 Clerks Private Sector Award 2020
RESPONSIBLE TO	Corporate Services Manager (CSM)
LOCATION:	Alice Springs
LAST REVIEWED:	February 2024

Organisation Overview

Desart is the peak body for Central Australian Aboriginal art and craft centres operating in the cross-border regions of the Northern Territory, Western Australia, and South Australia. The organisation was established as a not-for-profit entity in 1992 and is incorporated under the Northern Territory Associations Act.

Desart's current membership comprises 38 Aboriginal art and craft centres located within five defined regions: the Barkly; the Northwest; Central Alice Springs and surrounds; the Ngaanyatjarra Lands of WA; and the Anangu Pitjantjatjara/Yankunytjatjara (APY) Lands of SA. The organisation is governed by a ten member Aboriginal Executive Committee comprising two delegates from each of the five designated regions and led by a chairperson elected by the Board.

Desart exists to support, promote, and advocate on behalf of Aboriginal art centres to ensure their recognition and sustainability as a vital cultural, social, and economic resource for Aboriginal people of Central Australia. In this capacity, Desart speaks with a united voice on behalf of its members to provide strong advocacy on a variety of important industry issues and undertakes various initiatives and programs based on the principles of capacity building, better business practices, leadership and good governance across the three tiers of art centre operations – directors, art centre staff and artists.

The Role

The Administration Officer provides overall Administration support to the organisation, along with support to our Chairperson and Board Members to execute quarterly and ad hoc Board Meetings. They act as the first contact for the Desart Office and are responsible for providing general administrative support to all staff and the Executive Board. They perform general office/reception duties, under limited supervision from the CSM (or other as designated by the CEO) and are responsible for maintaining the Desart office environment to a high standard.

As this position works directly with the Board, prior experience with boards is highly desirable. The Board is 100% Aboriginal so cultural awareness and sensitivity is essential.

Aboriginal and Torres Strait Islander people are encouraged to apply.

DUTIES

Administration

- Act as a first point of contact for the organisation, directing enquiries to the appropriate staff members, greeting people visiting the Desart office and providing general administrative support to all Desart staff.
- Manage incoming, and coordinate distribution of outgoing mailings to mailing list.
- Scanning and uploading invoices for payment.
- Maintain petty cash for office.
- Coordinate stationary, kitchen and office supplies, ordering new supplies as required.
- Arrange travel, accommodation and car bookings as required.
- Maintain cleanliness of office spaces, coordinate with external suppliers as needed for maintenance.
- Assist in the preparation of reports and other documents as required.
- Other general office duties as requested by management within the ability of the incumbent.

Governance

- Coordinate Executive Board meetings, including travel and accommodation logistics, agendas, report collation, minutes taking and catering.
- Assist board members with applying for director IDs as required, maintain current database.
- Be the first point of contact for board members.
- Regularly reviewing governance processes and recommending/implementing changes to ensure continuous improvement.

Other duties

- Participate in staff meetings and other meetings as required.
- Manage sensitive information and maintain a high degree of confidentiality.
- Contribute to a safe and positive workplace culture.
- Communicate with people from a range of cultural and social backgrounds, educational levels and multilingual competencies.
- Maintain and develop strong, positive relationships with diverse Aboriginal & Torres Strait Islander board members, art centre staff and industry stakeholders.

Working Relationships

- Reports to and takes direction from the CSM.

The Candidate

The ideal candidate will be:

- Confident in their computer skills, including MS Office (Word, Outlook, Excel, PowerPoint).
- Able to investigate solutions using the internet, and other means (prior networks)
- Able to work under limited supervision.
- Able to manage their own time efficiently.
- Has experience communicating and interacting with Aboriginal people in culturally appropriate and respectful ways.
- Is confident in their abilities and is professional and friendly.

SELECTION CRITERIA

ESSENTIAL

1. Previous experience of at least 2 years in an office environment or similar role is essential, including record keeping, email management and customer service.
2. Experience with coordinating or participating in meetings, including minute taking, organising travel, setting up rooms, preparing meeting documents.
3. Mature and confident ability to respond to situations in a flexible, practical, culturally responsive way.
4. Highly developed interpersonal, oral, and written communication skills, including high level cultural competency and the ability to communicate to people with diverse backgrounds.
5. Sound IT skills and experience in the use of Microsoft Office or similar.
6. Experience with or knowledge of Aboriginal culture and communities in Central Australia

DESIRABLE

1. Understanding of the Aboriginal arts sector
2. NT driver's license
3. Experience in governance and supporting executive boards

Why work with us?

Desart is an ethical, committed, Aboriginal led workplace and offers flexibility to support work/life/culture balance. Values-driven people passionate about supporting community driven, arts-based community development are encouraged to apply.

We offer 6 weeks annual leave (2 weeks above National Employment Standards), capped salary sacrificing and opportunities for growth.

To Apply

To apply for this position, please address the selection criteria in 2 pages or less, with your current resume, and mark your application 'Administration Officer Application' to

Paul Sweeney, Desart csm@desart.com.au by 5th April 2024.

For all enquiries please call 08 89534736.