
ABORIGINAL ADMINISTRATION/CULTURAL PRODUCER TRAINEE

Information and Cultural Exchange (I.C.E.) is seeking to appoint a budding Aboriginal Arts administrator/cultural producer to a paid twelve-month traineeship.

- Title: *Administration/Cultural Producer Trainee*
- Reports to: Manager, Finance and Administration
- Contract: 1 Year
- Hours of work: Full-time | Five days per week (38 hours)
- Commencement: **September 2016**

Information & Cultural Exchange (I.C.E.)

I.C.E. is a community based arts organisation specialising in community art and cultural engagement, digital media, arts training/professional development, and creative enterprise; and enables communities and artists of Western Sydney to impact on the cultural life of our region and beyond.

THE TRAINEESHIP

The twelve-month traineeship will provide a rich, mentored, experiential arts administration and cultural producer training opportunity in one of Australia's leading community arts organisations.

THE POSITION

Supervised by the Manager, Finance and Administration, the Administration/Cultural Producer Trainee will:

- Assist in I.C.E. administration, venue operations and cultural production
- Assist the following staff as required:
 1. Reception and Venue Coordinator
 2. Information Technology and Facilities Officer
 3. Digital Marketing Manager
 4. Creative Producers (as nominated).

KEY RESPONSIBILITIES AND DUTIES:

1. Administration

Provide assistance in:

- General office and Reception duties
- Providing administrative support e.g. photocopying, scanning, invoicing
- Maintaining Reception as welcoming to visitors and staff.
- Recording venue and equipment hire bookings and hires
- Collecting/dispatching incoming and outgoing mail.
- Maintaining office stationery, cleaning and kitchen supplies as required.
- Assisting in venue set up and pack down for events and functions
- Catering set up for in-house meetings and events.

2. Cultural Production

Assist nominated program Producers in:

- Project planning and creative development
- Project related artist and community liaison
- Project management and administration (including budgets, schedules, contracts)
- Digital production
- Workshop set up and pack down
- Project marketing and communication
- Project evaluation and documentation
- Database recording and management.



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SELECTION CRITERIA:

- Applicants must be Aboriginal or Torres Strait Islander
- A willingness to learn and interest in administration
- A keen interest in community focused cultural production
- An interest in venue management
- Good written and oral communication ability
- Good computer skills
- Strong team player
- Good organisation and time management skills
- Interest in developing information technology, marketing and digital media skills
- Interest in working with Culturally diverse communities.

Due to the nature of this role, employment will be subject to a satisfactory National Police Check and a Working with Children Check. There is a three-month probationary period for this position.

How to Apply: Written applications must include your **resume & cover letter**.

Forward applications to:

Melinda Lyons
Aboriginal & Torres Strait Islander Program Coordinator
ArtsReady
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