
ABORIGINAL OR TORRES STRAIT ISLANDER ADMINISTRATION ASSISTANT

Information and Cultural Exchange (I.C.E.) is seeking to appoint an Administration Assistant to join the team in a paid, twelve month traineeship.

- Title: *Administration Assistant*
- Reports to: Manager, Finance and Administration
- Contract: 1 Year
- Hours of work: Full-time | Five days per week (38 hours)
- Commencement: February 2018

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 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:

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
- Recording visitor and project attendance
- Participate in general daily routine of ensuring office premises and common areas are neat and clean
- Digital marketing and communication

SELECTION CRITERIA:

- Applicants must be Aboriginal or Torres Strait Islander
- A willingness to learn and interest in administration and venue reception
- Good written and oral communication ability
- Good computer skills
- Strong team player
- Good organisation and time management skills
- Interest in working with Culturally diverse communities.



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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 one-month probationary period for this position.

How to Apply: Applications are to be submitted to **ArtsReady** and must include a tailored cover letter and up-to-date CV.

For more information please contact:

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