

Position Description- Program Administrator

Grade classification	NAVA: Specialist middle managers Medium (3–7 EFT staff)
Position type	Part-time
Contract terms	February 2022 - February 2023
Hours per week	24 (.06) - 6 hours per day 10am-4.30pm Tue - Fri
Remuneration	\$62,400 + 10% super (5 weeks annual Leave) Pro rata .8
Reports to	General Manager

About the role

The Program Administrator is a new role for Testing Grounds, soon to be located at Market Square in the Queen Victoria Market Precinct. Testing Grounds will be providing infrastructure in a public, urban context for creative practices across art, performance, design and education.

Working from the Site Office three days per week and The Practice office in Brunswick 1 day a week, the Program Administrator will be responsible for facilitating a dynamic and multi-disciplinary public and artist development program with a wide range of different communities. This includes, but is not limited to, general administration, maintaining a calendar of creative projects and event bookings, liaising with stakeholders, producing marketing and communications content and working with creative practitioners at all levels of experience to help realise their goals.

As Testing Grounds evolves to meet the changing needs of the arts environment, the roles required of all its staff will evolve. As such, the applicant should be aware that this document is designed to have a degree of co-authorship and co-design and will be subject to agreeable change as required. This role statement is intended to provide an overall view of the role as at the date of this statement. As such, this is a role that requires a flexible, can-do attitude, some flexible work hours and a willingness to get dirty from time to time. It is a job where you will continue to learn new things, have interesting experiences, see great art and form long lasting relationships. We are looking for someone who wants to enable other people and is happy to sit behind the scenes. At Testing Grounds, we believe our job is to find a way to say yes and then get out of the artist's way.

About the employer

Testing Grounds is operated by These Are The Projects We Do Together (TPT). We are an interdisciplinary team operating creative spaces and designing and delivering a wide range of creative projects. We focus on education and experimentation across all our projects and sites. We are architects, designers, makers, caretakers, curators, programmers and educators. We believe in the importance of public space, equally accessible to all.

The Projects are an Equal Opportunity Employer who values diversity in the workplace. As such, we encourage applications from women, Aboriginal and/or Torres Strait Islander Australians, people with diverse cultural backgrounds and it is our policy to consider reasonable adjustments for qualified applicants with disabilities. The Projects are a LGBTQIA+ friendly organisation.

Physical requirements

The physical requirements of your position are consistent with those of an arts worker in a festival or open public space setting. You agree to advise the company of any pre-existing injuries or conditions that may

arise that might inhibit you in the physical requirements of the position. These include talking regularly to members of the general public, managing multiple requests for information from members of the public and assisting artists on site with elements of their work that may require light lifting and carrying.

Key Responsibilities

- Maintain a consistently updated calendar of events and bookings
- Help write briefs for programs, events and projects
- Help organise Testing Grounds produced events
- Direct call-outs and assess applications and communicate outcomes
- Write agreements for use of the Testing Grounds infrastructure
- Produce marketing content across website, EDMs and social media
- Keep the website up to date with relevant information
- Help produce quarterly and annual reports
- Produce reports on specific projects, programs and events
- Liaise with key stakeholders
- Field general enquiries
- Assist with the bump in and out of programs, events and projects
- Assist with running events

Key Skills

- A high-level word processing skillset
- Can use spreadsheets for project management and budgeting
- Competent in using Mailchimp
- Competent in using Asana
- Experience writing marketing and communications plans
- Experience using Wordpress
- Experience collating data is beneficial, but not essential
- Experience in writing agreements is beneficial, but not essential

Key Attributes

- A welcoming attitude to all visitors to the site
- Patient with others
- Calm under pressure
- Happy to support creative risk taking
- Actively engaged with contemporary art-making in Melbourne, across all disciplines
- An interest in public art, urban design and the public realm
- Can work alone, multitask and be motivated to complete tasks set
- A strong desire to assist others in their work

- Understand communications and marketing forms and trends
- Can represent the project professionally to a public audience
- Can talk comfortably to a group of people

Application Process

Fill out [this application form](#) addressing each of the key questions and upload your CV as a PDF.

<https://www.testing-grounds.com.au/program-administrator-eoi/>

Applications are due **December 10 2021**.

Shortlisted applicants will be invited for an interview in the week of **December 13 2021**, with outcomes finalised before **December 23 2021**.

We will respond to all applications by the **December 23 2021**

The role will commence **January 31 2022**.

Please don't hesitate to contact us if you have any questions or access requirements. You can email info@testing-grounds.com.au