

Aboriginal Art Centre Hub of Western Australia (AACHWA) Administrative Coordinator Selection Criteria

1. POSITION BACKGROUND

AACHWA is the peak body for Aboriginal art centres in Western Australia. AACHWA promotes the value of Aboriginal art centres to a broad range of stakeholders and advances the skills of organisations and individuals across the Aboriginal visual arts sector.

AACHWA is currently seeking a part time (30 hours per week) Administrative Coordinator (AC). The AC will have a significant impact on the level and quality of corporate governance and governance culture within the organisation. They will be responsible for assisting the AACHWA Board to achieve the organisation's vision and strategy, and for providing high level administrative support to the CEO and Manager.

We require someone who is collaborative, self-motivated and can demonstrate initiative. They must have the ability to work well with the breadth of people working in and around AACHWA, including the Board, staff, Art Centre membership as well as the many regional Aboriginal artists and community members who initiate, coordinate and participate in AACHWA activities.

A multi-skilled AC will ensure the smooth functioning of the organisation through:

- Effective coordination of governance processes to enable AACHWA to meet its compliance requirements and objectives.
- Skilled administration services to ensure the day-to-day running of the AACHWA office.
- The provision of effective representation and promotion of AACHWA and its programs to all stakeholders

2. SELECTION CRITERIA

Please respond to the following selection criteria to demonstrate your qualifications and experience in relation to the role.

Essential Criteria:

- Well-developed administrative skills, and sound computer skills including word processing, databases and spreadsheets.
- Previous experience working as an administrative coordinator or similar role.
- Sound knowledge of governance frameworks.
- Experience with the preparation of agendas, minutes of meetings and records management.
- Well-developed interpersonal, communication and problem-solving skills.

- Ability to manage time and to prioritise tasks in order to meet deadlines while maintaining strong attention to detail.
- Demonstrated ability to work in a team environment, with the capacity to work unsupervised.
- Willingness to travel to and work in remote/regional areas of Western Australia and holder of a Class C driver's license.

In addition to the above, **Aboriginality will be highly regarded** but is not an essential criterion.

Desirable Criteria

- Previous experience working with Aboriginal people and/or Aboriginal organisations.
- An understanding of the Aboriginal and Torres Strait Islander art centre business model and the value of Aboriginal and Torres Strait Islander art centres.
- Experience working for a not-for-profit organisation.

ENQUIRIES AND POSITION PROFILE

For enquiries about the position and for the full **Position Profile**, please contact Rachael Vincent (AACHWA Manager) on 08 9200 6249 or manager@aachwa.com.au

HOW TO APPLY

Please supply the following information when applying for the position:

- A Brief covering letter (no more than one page with a font size of 10 to 12 points) setting out your interest in the position.
- Statement addressing the Selection Criteria listed above (no more than four pages with a font size of 10 to 12 points). Please note: applications that fail to address the Selection Criteria will not be considered.
- Curriculum Vitae which details relevant work history. Artist CV's without employment history and details are not acceptable.
- Name and contact details of three referees.

Applications must be received by close of business **Friday 7 May 2021**. Applications are to be sent to the attention of Rachael Vincent, Aboriginal Art Centre Hub of Western Australia.

Via email: manager@aachwa.com.au

Via post: Rachael Vincent
Aboriginal Art Centre Hub of Western Australia
PO Box 3089, Midland WA 6056

Email applications are encouraged, and we look forward to receiving your application.