

**ROLE DESCRIPTION** - Position Description - Membership Coordinator and Arts Administrator

**LOCATION:** 45 King Street, Bowen Hills, Brisbane

**HOURS:** Part-Time 4 days per week

**REMUNERATION:** \$63,500 per year pro rata

## **PURPOSE OF POSITION**

The Membership Coordinator and Arts Administrator plays a vital role in strengthening the organisation's connection with its members and the sector. Ensuring sustainability through effective membership engagement and value. This position oversees all aspects of membership management, including communications IRL and online events, and ensuring all membership goals are met. This position oversees all aspects of membership management, including communications IRL and online events, and ensuring all membership goals are met. In addition, this position provides administrative support to the Program Director and Executive Chair.

## **RESPONSIBILITIES**

- Membership administration.
  - Serve as the primary point of contact for members and prospective members.
  - Maintain accurate records of all current and past members through the database.
  - Conducting research to identify potential new members.
  - Conduct and report research to ensure the membership offerings and outcomes are accurately targeted.
  - Process membership dues and fees.
- Membership engagement and communications.
  - Plan and coordinate member events, programs, and activities, in consultation with the Program Director.
  - Information sharing and meeting coordination.
- Develop and distribute engaging content for member communications including email campaigns and social media updates.
  - Collaborate with other staff to ensure that membership needs are being met.
- Implement membership retention and growth strategies with the executive.
- Board reporting.
- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Ensure consistent quality outcomes.

## **ADDITIONAL INFORMATION**

- A flexible working environment is highly valued within the organisation. Occasional evening, early morning or weekend work may be required in this position.
- Reports to Program Director.

## **SKILLS**

- Customer service skills.
- Communication and social media skills.
- Organisational verbal, presentation, and written skills
- Computer efficiency in Microsoft package.
- Ability to self-manage workloads and apply problem-solving skills.

- Previous membership or administrative capacity is highly regarded.
- Previous history with the arts, or relevant degree in the arts or design is highly regarded.

**DESIRED**

- Arts administration.
- Client Relationship Management systems e.g. Microsoft Dynamics.
- Stakeholder engagement.
- Proposal writing. Miro, Kumu and other visual management tools.

To apply, please respond with your current 1 page CV and up to 2 page cover letter outlining your suitability for the position to [opportunities@artisan.org.au](mailto:opportunities@artisan.org.au)