

## **ASTRA ADMINISTRATOR**

Remuneration: \$65,000 per annum (pro rata), plus statutory superannuation

FTE: 0.5

Contract Term: 1 year fixed term, with possible renewal option and a six monthly review

Start time: March or negotiable for the right applicant

## **ABOUT ASTRA**

From its regular performances in inner city locations in Melbourne, Astra has developed a significant national profile as an innovative force in Australian music. Commissions of new works from Australian and international composers have played an important part in the concerts over many years.

Astra concerts seek to extend the boundaries of conventional choral and instrumental performance, often moving into areas of theatre and text as part of the concert experience. New and little-known works from all musical periods form the repertoire, frequently receiving their first Australian performances.

Recent Astra concerts have ranged from mediaeval tropes through nineteenth-century oratorio (Carl Loewe and Heinrich von Herzogenberg) to twentieth century political music (Dessau, Eisler), recent music from Italy, Germany, Romania and America and the latest in Australian and New Zealand composition.

Each Astra program is planned as an event that engages the audience with the stimulus of contrasting materials, with the possibility to learn something new from the sound of voices in changing configurations of style, space and other sound sources.

## **ABOUT THE ROLE**

The position requires an experienced arts administrator who alongside the Musical Directors, assists with delivering the year-round concert program of choir and instrumental concerts and other activities.

Working from our home in North Melbourne's Meat Market Studios, the Administrator will work closely with Astra's Musical Directors, John McCaughey and Andrew Byrne. You will support the Musical Directors and Committee Members with day to day management and future directions of the organisation.

The Administrator is responsible for Astra's governance, financial management and digital marketing, the latter in consultation with the Musical Directors. You will have a strong passion for and knowledge of the arts with a nuanced understanding of the process of developing and commissioning new work and taking a gentle and flexible approach to supporting artists.

You will ensure a positive work culture within the organisation and in interactions with external stakeholders. The Administrator will be self-driven, innovative and confident in their abilities.

## KEY RESPONSIBILITIES

### ADMINISTRATION

- Ensure open and clear communication is maintained across the organisation.
- Create a positive working environment and culture for all permanent and casual staff and The Astra Choir.
- Ensure Astra is up to date with all legal and contractual requirements including BAS, superannuation, single touch payroll, insurances, donations, and annual audit
- Service the Management Committee including the preparation of agendas, minutes, and the maintenance of appropriate records and other duties as directed.
- Maintain the Astra office.

### DIGITAL MARKETING

- Day to day website maintenance
- Undertake digital marketing including Facebook, Instagram, Twitter etc. in consultation with the Musical Directors

### FINANCIAL

- Develop the annual budget in collaboration with the Musical Directors
- Manage financial submissions and acquittals.
- Advise on efficiencies within the Annual budget.
- Work with the Treasurer and Bookkeeper to ensure the organisation is financially sustainable and prepare accounts for the annual audit.
- Manage the administrative requirements on contracts with all key funding organisations, including government, philanthropy and local council.
- Prepare financial reports for the Board as required in consultation with the book-keeper
- Pay all invoices and prepare accounts for quarterly preparations by the book-keeper
- Monitor new opportunities for income growth through the program and for the organisation
- Maintain and manage the company's database of partners including foundations, and individual donors
- Manage and deliver the acquittal of all foundation and sponsorship agreements.
- Management of concert box office

### IN COLLABORATION WITH THE MUSICAL DIRECTORS

- Manage all fundraising activities
- Prepare and submit applications to state and federal funding agencies, foundations and philanthropists to support the organisation and program.
- Undertake any other tasks as reasonably requested by Musical Directors.

Due to the nature of the organisation, work outside of normal hours is expected. This may include evenings and weekends. Astra operates a time-in-lieu system. From time to time, other duties outside the scope of this position description may also be required.

## **SELECTION CRITERIA**

### **REQUIRED**

- At least 5 years arts administration experience and an appreciation of contemporary art-making
- Proven financial management and time management skills
- Proven experience in social media marketing and website management
- Proven relationship management skills across a variety of key stakeholders
- Experience on, or working with, boards or committees of managements
- Excellent interpersonal skills with the ability to effectively communicate and problem-solve

### **PREFERRED**

- Knowledge and understanding of the broad cultural sector
- Experience using MYOB accounting software
- Experience with Apple operating systems.

## **TO APPLY**

To discuss the role or if you have any queries please contact Gabrielle Baker at [info@astramusic.org.au](mailto:info@astramusic.org.au) or call on 0422 600 258

Applications to be in one PDF document emailed to [info@astramusic.org.au](mailto:info@astramusic.org.au) and directed to the Astra Committee. Applications to include:

- A cover letter (maximum 1 page)
- A written statement (no more than 2 pages) clearly addressing the Key Selection Criteria
- A CV that includes contact details for 2 current referees

## **DEADLINE**

**11.59pm 9<sup>th</sup> February 2024.**

Interviews will be held in February 2024.