



Administration Officer Position

Hours: Full Time, or flexible hours offered by negotiation
Salary: \$65,000 - \$75,000 commensurate with experience
Plus Super and generous leave provisions
Location: Cairns based office, QLD
Term: Fixed term 1 year contract, with scope to expand
Start Date: February 2025, or by negotiation

About IACA

The Indigenous Art Centre Alliance (IACA) is the peak body supporting Indigenous Art Centre members across Far North Queensland and the Torres Strait. Established in 2011, IACA is a members driven organisation that champions culturally strong, best-practice Art Centres by providing professional development, business support, strategic advocacy, and training.

As a critical communication hub, IACA fosters opportunities for marketing, promotion, and partnerships that enhance the vitality of our member Art Centres—spaces that are fundamental to First Nation’s artistic expression, economic empowerment, and community wellbeing.

About the Role

The Administration Officer is an essential member of our dedicated team, tasked with providing critical office administration and front-of-house support to ensure the efficient operation of IACA. Key responsibilities include maintaining effective file management systems, facilitating information sharing, delivering outstanding customer service, and assisting with event logistics.

IACA seeks a candidate with strong judgment and interpersonal skills who can work independently while promoting a positive and safe work environment for staff and visitors. The Admin Officer reports directly to the CEO and does not have any direct reports.

This role requires the ability to work from our charming central Cairns office, adhering to flexible work arrangements as permitted by law. This opportunity is perfect for individuals looking to re-enter the workforce, especially those committed to excellence in administrative practices.



Key Responsibilities

Administration

- Implement and maintain efficient operational and administrative and file management processes
- Coordinate logistics for meetings and events
- Maintain memberships and subscriptions, keeping records up to date
- Prepare documentation to assist the accountant under supervision and direction
- Assist with staff onboarding and prepare documents for the accountant including tax declarations, timesheets, leave forms, travel allowances and staff reimbursements
- Support the preparation of funding applications and reporting documentation
- Maintain secure IT infrastructure and liaise with IACA's IT specialists as needed
- Process mail, freight, and payments including petty cash reimbursements and online payment systems (PayPal, Square, POS systems, EFTPOS)
- Ensure office facilities are organised, clean and secure, and maintain leases, equipment, and supplies

Marketing and Communications

- Contribute to the production and distribution of promotional materials including invitations, newsletters, conference programs, and social media content
- Support the planning and delivery of IACA's biannual member conferences and other events
- Maintain and update contact records for mailing lists and newsletter distribution
- Manage the IACA website, ensuring content accuracy, user-friendliness, and timely processing of orders and enquiries
- Monitor and report on participation metrics for programs, events, and social media engagement

Engagement and Service

- Promote understanding and respect for First Nation's Cultural protocols
- Provide a welcoming and professional reception for visitors and handle enquiries courteously
- Communicate effectively and professionally with IACA staff, members and stakeholders
- Promptly document and report complaints and incidences through appropriate channels
- Collaborate with the team to ensure compliance with operational and cultural processes
- Actively participate in training and meetings as required
- Represent IACA at industry events and functions when needed
- Address issues with respect, sensitivity, and cultural awareness to foster a safe and inclusive workplace



Selection Criteria

Essential

1. Relevant qualifications and/or work experience in a business administration role
2. Strong skills with information management, displaying a keen eye for detail, demonstrated organisational capabilities, and the ability to multi-task
3. Proficiency in the Microsoft Office Suite, databases and website management with an ability to quickly adapt to new software and technologies
4. Capacity to prioritise workloads against competing priorities
5. Proven ability to convey information clearly and effectively in both written and spoken formats, ensuring understanding across diverse audiences
6. High level of EQ, integrity, empathy and competency in liaising and negotiating with a wide range of stakeholders

Desirable

7. Demonstrated experience in coordinating the design and production of print communications
8. Demonstrated writing and editing experience
9. Marketing and/or public relations experience
10. Knowledge of regional QLD, regional issues, and First Nation's arts and culture industries

How To Apply

Only applications that address the following requirements will be accepted:

- A Covering letter (1 page)
- Responses to each **Selection Criteria** (no more than 2 pages)
- Your C.V. (no more than 2 pages)

Email your application and any enquiries to anna.mcleod@iaca.com.au

Anna will respond to all messages after January 5th 2025.

We're here to help!

If you require support or would like to submit your application in a different format, please don't hesitate to reach out to Anna. IACA is proud to be an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Aboriginal and Torres Strait Islander applicants are encouraged to apply.

Please Note: The successful candidate will be required to undergo a safety screening and should hold a current QLD driver's license.

Applications are due by Monday 20th January 2025