

# Position Description:

## Administration Officer / Secretary

Organisation:	Tamborine Mountain Arts Collective
Responsible to:	President and Management Committee
Hours:	Part-time (5-7 hours per week) plus monthly evening meetings and occasional evening/weekend arts events
Location:	Flexible / Work from home
Commencing:	March 2026

### Overview:

The Administration Officer (Secretary) plays a pivotal role in supporting the smooth and professional operation of the Tamborine Mountain Arts Collective (TMAC). This position provides essential organisational, communication, and partnership support that underpins TMAC's creative projects and community engagement activities.

### Key Responsibilities:

- **Administrative Support:** Coordinate meetings, assist with strategic planning and documentation, manage calendars, and support the Management Committee in day-to-day operations.
- **Documentation & Record-Keeping:** Maintain accurate records and minutes, manage the Google Drive filing system, databases, and ensure confidentiality of all information.
- **Communication Liaison:** Serve as a key point of contact for internal and external communications, including handling correspondence, enquiries, and member engagement.
- **Partnership & Sponsorship Coordination:** Build and manage partnerships with artists, sponsors, and community organisations, strengthening TMAC's relationships and visibility.
- **Grant & Fundraising Support:** Assist in preparing grant applications, tracking deadlines, and supporting fundraising and donor relations.
- **Event & Volunteer Coordination (as required):** Support event planning, logistics, and volunteer coordination for exhibitions, workshops, and community arts projects.
- **Financial Liaison:** Work collaboratively with the Treasurer to support record-keeping and budget documentation.

### Attributes:

- Strong organisational and communication skills
- Initiative and attention to detail
- Ability to work independently and collaboratively
- The ideal candidate will be tech-savvy, flexible, and adaptable, with the ability to work confidently across a range of digital platforms and systems.
- Enthusiasm for the arts, community engagement, and cultural development

The Administration Officer (Secretary) plays a vital role in ensuring the smooth operation and sustainability of the Tamborine Mountain Arts Collective. This part-time position coordinates sponsorships, manages partnerships, supports grant applications, and maintains essential administrative systems including meeting schedules,

documentation, and communication with members and stakeholders. By strengthening organisational structure and ensuring clear communication across projects, this role enhances TMAC's professional capacity to deliver artist-led community programs, build partnerships, and maintain accountability—providing the backbone for the Collective's creative and cultural impact.

## Selection Criteria

Applicants should address the following criteria:

### **1. Administrative & Organisational Capability**

Demonstrated experience in administrative coordination, including managing meetings, calendars, documentation, and digital filing systems (e.g. Google Drive), with a high level of accuracy and confidentiality. Familiar with using Databases and project management tools.

### **2. Communication & Relationship Management**

Strong written and verbal communication skills, with experience acting as a liaison between boards, members, artists, sponsors, and external stakeholders.

### **3. Partnership, Sponsorship & Community Engagement**

Experience brokering, supporting and coordinating partnerships, sponsorships, and community relationships, particularly within arts, community, or not-for-profit contexts.

### **4. Grant & Funding Support Experience**

Demonstrated ability to support grant applications, funding acquittals, or fundraising activity, including managing timelines, documentation, and reporting requirements.

### **5. Governance & Committee Support**

Experience supporting a management committee or board, including minute-taking, agenda preparation, and maintaining governance records.

### **6. Financial & Systems Awareness**

Ability to work collaboratively with a Treasurer or finance officer to support budget documentation, basic financial records, and accountability processes.

### **7. Self-Management & Initiative**

Proven ability to work independently in a flexible, part-time, remote role, demonstrating initiative, reliability, and sound judgement.

### **8. Values & Cultural Alignment**

A genuine interest in arts and culture, community-led practice, and a commitment to supporting artist-led and inclusive creative initiatives.

## How to apply

Submit a written application as a single compiled pdf document, including a cover letter outlining your suitability for the role and interest in working for TMAC., your CV and 2 referees that can comment on your competency regarding the selection criteria. Then email applications to [create@tamborinemountain.art](mailto:create@tamborinemountain.art) by March 6th.