

POSITION DESCRIPTION

Position Title:	Coordinator AbaF New South Wales		
Employer:	Australia Business Arts Foundation (AbaF)		
Reports to:	Manager AbaF New South Wales		
Position Grade and Work Stream:	C / Delivery	State in which position is based:	NSW
Equivalent full time:	Full time	Contract Duration (if applicable):	n/a
Position Reports:	n/a		

Australia Business Arts Foundation (AbaF)

AbaF promotes private sector arts support. AbaF connects business, the arts, donors and foundations through three programs – Partnering, Volunteering and Giving.

AbaF is supported by the Australian Government through the Cultural Development Program of the Department of Environment, Water, Heritage and the Arts. It is led by a Board of Directors and supported by a National Council of up to 100 senior business leaders.

Position Objectives

To coordinate the implementation of AbaF's national services and programs in NSW, including:

1. To coordinate NSW state chapter functions, events and training workshops;
2. To provide information, advice, and assistance to designated NSW-based clients in forming strategic business partnerships, securing donations and volunteering support;
3. To coordinate information, database and records management relating to the NSW operations;
4. To undertake general office administrative duties and project support to the Manager AbaF NSW.

Key Relationships

Internal

- Manager AbaF NSW
- Manager professional development
- Corporate team

External

- Designated NSW Arts and business clients
- Designated local Government representatives
- Designated councillor company representatives
- Service providers and contractors

Position Tasks (specific duties, responsibilities and functions):

Under the guidance of the Manager AbaF NSW, arrange, coordinate and assist with the conduct of AbaF services and programs in NSW including, but not limited to:

Event Management

1. Arrange, coordinate and assist with the conduct of AbaF NSW chapter functions, events, professional development and advisory workshops and seminars under the guidance of the Manager AbaF NSW and in accordance with agreed format and timelines including, but not limited to:
 - The development of continuous improvement strategies for the design and implementation of AbaF NSW events and program-related activities;
 - Liaison with and support of business marketing staff, corporate hosts, special guests, speakers and entertainers regarding event requirements;
 - The publication and coordination of annual NSW AbaF event and function timetables;
 - The preparation and distribution of mail-outs (electronic and paper based) including invitations, correspondence, agenda papers, newsletters, marketing materials, and event-associated materials;
 - The tracking and recording of rsvps, attendances and other event details on the AbaF database;
 - The arrangement of event logistical requirements, including venue hire, technical support, catering, security, entertainment, signage and branding;
 - Attendance at events as required, including greeting guests, coordinating name tags and attendance to other event and guest requirements;
 - The development and monitoring of event budgets;
 - The follow-up of event attendees to maintain key stakeholder relationships, including correspondence, feedback surveys, and reports; and
 - General administrative tasks as required.

Provision of Advice, Information and Assistance

2. Build and maintain good relationships with the NSW cultural and business sectors and advise, encourage and assist them to:
 - engage with the AbaF agenda;
 - establish strategic, commercial arts business partnerships;
 - participate in AbaF's volunteering program;
 - establish giving relationships;
 - participate in the AbaF national professional development program; and
 - use other AbaF services, including the AbaF web-site, on-line directories and publications.
3. Coordinate client management initiatives including marketing correspondence and materials, corporate gifts, networking opportunities, and knowledge management.
4. Encourage arts organisations with successful business arts partnerships to nominate for the AbaF Awards, including reviewing material, discussing awards categories, criteria and partnerships material where appropriate.

Database and information management

5. Maintain the contents of the AbaF database for NSW operations according to established guidelines, including:
 - Updating and management of information on NSW companies, individuals, relationships and events
 - Review of existing contacts to ensure accuracy of information.
6. Coordinate the compilation of Activity Reports for quarterly working group meetings.

General Administrative Duties and Project Support

7. Provide information relating to NSW cultural and business organisations to the national office for AbaF publications.
8. Perform other general administrative and project management duties as required.

Other duties

1. Undertake duties as required to support the objectives of the Foundation.
2. Conduct all programs within approved expenditure budget as amended from time to time in accordance with the availability of funding.
3. This position will be particularly responsible for the coordination of the adviceBank program.
4. Undertake duties in accordance with AbaF guidelines and other applicable legal and statutory regulation.

General Responsibilities

1. Be considerate, good humoured and co-operative, so contributing to a harmonious team.
2. Commit to continual improvement of best practice individually and for the whole team.
3. Promote the vision, mission, tools and personnel of AbaF in a positive light to stakeholder.

Selection Criteria for the position

1. Demonstrated practical experience in event and project management.
2. Excellent communication, networking and presentation skills.
3. Experience and knowledge of business development, private sector relations and partnerships, and marketing within the business or cultural sectors.
4. Experience in office and management support services.
5. Computer literate in MS Office, particularly Microsoft Word, Excel, Powerpoint and Outlook.

Core competencies and characteristics:

1. Relevant tertiary qualifications in an arts or business field would be an added advantage.
2. Adaptive to a flexible work environment and an autonomous self-starter.
3. Superior time-management skills and impeccable attention to detail with an organised and structured work ethic.

Signed by Employee: _____ **Date:** ____/____/____

Signed on behalf of AbaF: _____ **Date:** ____/____/____

Name of AbaF Representative: _____