

OF ONEMIND

Position Description

Administrator

About the Company

Of One Mind Ltd is a Brisbane-based non-profit company which develops and supports cultural events which address important social issues. The Principals are cultural consultant Cathy Hunt and board director and executive coach Leigh Tabrett. Major projects to date have been the development and delivery of the WOW Women of the World Festival in Brisbane and associated events. We are currently planning WOW Commonwealth for April 2018 in Brisbane. We value diversity in all its forms, and seek to employ and work with people from all backgrounds.

Our office is located in shared space in Kangaroo Point.

The Role

We are putting together a small team to work on this event (see attached Organisation Chart). As the only full-time position, this is an anchor role. The position is accountable to project Director Cathy Hunt, and provides support to both principals, and the Senior Producer.

Responsibilities

Provide admin support to the Of One Mind team, including:

- Be first contact for all external inquiries from phone, website, email
- Draft routine correspondence, notices, website and social media material for approval
- Develop final documents, reports and presentations from drafts
- Arrange meetings of governance group, help with papers for meetings
- Book travel, venues, accommodation etc for think-ins and other consultative processes
- Assist with staging of events for fund-raising and publicity – eg book venues, order catering, send out invitations, follow up, attend event and ensure it and set up are appropriate, collect business cards and contact details
- Maintain our databases:
 - Existing and new supporters and subscribers, including everyone from local think-ins
 - Donors and sponsors
 - International contacts, organisations, and everyone from international think-ins
 - Participants - proposed speakers, artists
- Manage basic purchasing, dockets, invoices etc
- Be an active part of the team, share ideas and insights

Requirements of the position

- Previous experience in a similar role (essential), previous events experience (highly desirable)
- High quality writing, research and computing skills (word, power point, excel, and social media);
- Willing to go the extra mile when needed
- Capacity to deal pleasantly and efficiently with multiple contacts and requests
- Able to work to in a small team, establish priorities
- Able to work independently, take initiative and solve problems
- Interested to contribute to the aims of the project.

Salary and Conditions:

This is a full-time position

Salary: \$55,000 -\$57,000 per year (+ super), depending on qualifications and experience.

Period of contract: from appointment (as soon as possible) to end May 2018.