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ARTSPACE^{NZ}

Job Description:
Administrator

Role			
Position:	Administrator	Reports To:	Director
Team:	Management	Remuneration:	Experience dependent
Employment Status:	Negotiable permanent contract		
Normal hours of work: 10am – 6pm Monday – Friday plus after hours and weekends as events periodically require.			
Role Purpose			
This role provides solid administrative management and expertise to Artspace NZ, supporting the delivery of Artspace NZ’s mission and strategic objectives, with a particular focus on financial and operational institutional stability and sustainability.			
Key Responsibility Areas			
<u>Three main responsibilities are part of the role:</u> 1. Managing the healthy financial position of Artspace NZ. 2. Managing the day-to-day operations. 3. Managing the production of Artspace NZ’s programme of exhibitions and events.			

1. Managing the healthy financial position of Artspace NZ

Objective:

To ensure that Artspace NZ's day to day accounting is managed prudently and effectively and that clear, timely and robust financial information is available to the Director, Account Signatories, Board of Trustees, Auditors, Inland Revenue and Funders such as Creative New Zealand and Foundation North.

Responsibilities :

- Manage payroll, debtor/creditor systems, accruals and Inland Revenue filing with oversight from the external Accountant and signatories
- Manage the operation of Artspace NZ's Xero accounting software
- Manage the audit preparation in consultation with key stakeholders
- Prepare and monitor the annual budget with the Director and other key stakeholders
- Prepare regular financial reports and projections for board meetings and to meet funder reporting requirements
- Manage the calendar of grant applications and reports deadlines
- Contribute to the maintenance and development of membership and benefactors programmes and relationships with in kind supporters and sponsors
- Investigate and develop additional income streams for the gallery

2. Managing the day-to-day operations

Objective:

To ensure the safe, efficient and responsible smooth running of Artspace's human resources, administration and operations.

Responsibilities:

- Manage general office administration including databases, filing, and inventory
- Manage administrative processes including overseeing of workflow, deadlines, reporting and calendars
- Coordinate ongoing maintenance of the site including liaising with key building partners
- Coordinate resource sharing and loan of equipment to other arts organisations
- Maintain and develop publication and edition sales
- Uphold New Zealand's Health & Safety laws and regulations
- Administer contracts and work to ensure contractual and statutory obligations to employees are fulfilled including accrual and coordination of leave
- Procure and manage contractors as required
- Brief new staff, volunteers and contractors on policy relevant to their role
- Provide relief for the Director to facilitate their Annual, Sick and Research Leave
- Fulfill filing responsibilities relating to Charities Commission and Societies Registration
- Organise the Annual General Meeting and provide assistance towards monthly meetings of the trust

3. Managing the production of Artspace NZ's programme of exhibitions and events

Objective:

Provide a strategic and informational perspective, research and planning towards the safe, timely and dynamic production of exhibitions, public programmes and other projects

Responsibilities:

- Preparation and monitoring of workflow, project, event and exhibition budgets
- Coordination of contractors, technicians, materials, suppliers and other project resources
- Coordination of insurance, freight and customs relating to exhibitions and projects
- Preparation of contracts relating to artists and artworks in collaboration with Assistant Curator

Relationships	
Internal:	
Director, Assistant Curator, Marketing and Communications Assistant, Artspace Board of Trustees, Contract Installers, Volunteers, Board Subcommittees.	
External:	
Artspace Accountant, Artists, Members and Benefactors, Funding organisations, Debtors and Creditors, Inland Revenue, Artspace Lawyers, Auditors, Insurers, Property Manager/Building Owner, Subtenants, Collaborators.	
Skills & Competencies	
<ul style="list-style-type: none"> ● Proven administrative ability. ● Excellent computer skills across a range of applications. ● Understanding of accrual accounting principles. ● Ability to meet deadlines. ● Excellent communication and interpersonal skills. ● Responsible and trustworthy. ● Efficient and accurate. ● Able to work independently . ● Able to work effectively within a team. 	
Experience	
Essential	<ul style="list-style-type: none"> ● Minimum three years in arts administration ● Financial administration ● Project coordination and team management ● Grant writing and reporting ● Working with artists ● Knowledge of contemporary art ● Excellent references
Desirable	<ul style="list-style-type: none"> ● Exhibition Coordination ● Knowledge of current issues and legislation relating to contemporary art and charitable trusts including knowledge of new health and safety legislation ● An established network within the sector ● A relevant qualification

The Employer reserves the right to engage the employee's skills to the advantage of the institution. The Employee acknowledges that this position may develop to include other tasks within the Employee's capabilities, in addition to those set out in the job description