



# ROLE STATEMENT

<b>THE POSITION:</b>		<b>EVENTS AND FUNDRAISING ASSISTANT</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	6961 / VPS 2.1	
<b>REPORTS TO:</b>	<b>Events Manager</b>	
<b>WORK UNIT:</b>	<b>Events and Fundraising</b>	
<b>ORGANISATION:</b>	National Gallery of Victoria	
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004	
<b>DATE OF REVIEW</b>	February 2018	
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.	
<b>PRIMARY FOCUS OF THE POSITION:</b>	The primary function of this role is to provide administrative support to the NGV's Events and Fundraising teams. This role is crucial to the efficiency and productivity of the teams while ensuring a high level of customer service is provided to NGV stakeholders at all times. The role will be shared across both teams.	
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> <li>1. Provide general administrative assistance to the Events and Fundraising teams in relation to their day to day activities, including but not limited to booking meetings and events, developing and producing database reports, compiling guest lists for NGV events, coordinating mail-outs, recording and reporting event RSVPs, administration for ticketed events including the NGV Gala, maintaining effective record keeping, agenda preparation and meeting minutes.</li> <li>2. Assist the Events and Fundraising teams with event support for NGV and stakeholder functions, including attending after-hours events, producing name labels, registration/welcoming duties and customer service roles.</li> <li>3. Assist the Events team by coordinating occasional small events and logistics for engagement with important NGV stakeholders with guidance by the Events Manager and others in the Events team.</li> <li>4. Maintain confidentiality regarding matters pertaining to individual stakeholder support and the operations of the Fundraising team and the Gallery.</li> <li>5. Demonstrate a flexible approach to work and an ability to meet changing priorities and demands while contributing to team goals and participating in organisational initiatives and activities as required, including ensuring a safe and healthy environment for colleagues, visitors and stakeholders.</li> <li>6. Ensure that records are created and managed according to the NGV Records Management policy and procedures.</li> </ol>	
<b>2. THE PERSON – KEY SELECTION CRITERIA</b>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. Previous experience in providing high quality administrative support and experience in liaising with high profile stakeholders.</li> <li>2. <u>Written and verbal communication</u>: prepares basic letters, emails and reports using clear, concise and grammatically correct language; and includes content</li> </ol>	



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	<p>appropriate for the purpose and audience. Ability to handle highly sensitive and confidential information and material. Uses a polite and considerate manner when dealing with others, particularly high profile stakeholders, with an emphasis on tact and discretion.</p> <ol style="list-style-type: none"> <li>3. <u>Advanced computer skills</u>: uses a wide range of software application features for word processing, spreadsheets (e.g. MS Word, PowerPoint, Excel and Outlook) and experience with (or an aptitude for learning) administration of database systems (e.g. Tessitura and/or similar ). Ability to assist others with problem-solving on database systems and related applications.</li> <li>4. <u>Time management, organisation &amp; planning</u>: regularly plans and tracks progress on work tasks; takes an organised, methodical approach to work, balancing multiple tasks and addresses priority tasks first.</li> <li>5. <u>Teamwork and initiative</u>: cooperates and works well with others in the pursuit of team goals, collaborates and shares information, proactive and self starting and takes responsibility for own actions.</li> <li>6. <u>Flexible</u>: adaptable (especially in relation to availability after hours for events), open to new ideas, accepts changed priorities without undue discomfort and recognises the merits of different options and acts accordingly.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Understanding of, and genuine interest in, the NGV and its stakeholders and supporters.</li> <li>• An understanding and appreciation of the visual arts.</li> <li>• Knowledge of Tessitura or similar database.</li> <li>• Experience within the Arts and/or Not for Profit sector will be highly regarded.</li> </ul>
<p><b>4. KEY RELATIONSHIPS</b></p>	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> <li>• Curatorial;</li> <li>• Directorate;</li> <li>• Events;</li> <li>• Finance and</li> <li>• Information Services.</li> </ul>
<p><b>5. OTHER RELEVANT INFORMATION</b></p>	<ul style="list-style-type: none"> <li>• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.</li> <li>• Hours of duty will be according to work unit requirements.</li> <li>• All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security &amp; Environment Inductions.</li> <li>• In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.</li> <li>• It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time.</li> </ul>



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	<ul style="list-style-type: none"><li>• The NGV requires all employees to have an understanding of its Risk Management Framework.</li><li>• Conditions of employment are pursuant to the NGV's Enterprise Agreement.</li><li>• All new appointments are subject to a three month probationary period which may be subject to review.</li></ul>
<b>6. ABOUT THE ROLE STATEMENT</b>	<p>As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.</p>
<b>7. EMPLOYEE ACCEPTANCE</b>	Name: _____ Signature: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Name: _____ Signature: _____ Date: _____