

OFFICE COORDINATOR

JOB DESCRIPTION

Role			
Position	Office Coordinator	Reports To	Director
Remuneration	15 hour week at \$25 per hour (days negotiable)		
Employment Status	Part-time (12 months fixed term)		
Role Purpose			
<p>Blue Oyster is looking for an Office Coordinator to join our team. Core tasks include financial management through Xero, maintaining paperwork and upkeep of Charities Commission procedures, health, safety and risk management, Trust reporting, and payroll. The Office Co-ordinator will also assist the Director with Blue Oyster's financial systems and reporting obligations including: Creative New Zealand and Dunedin City Council funding applications and reporting, fundraising, revenue generation, and stakeholder relationship management (local and national).</p> <p>The successful applicant will also work with other members of the Blue Oyster team to organise freight for artists, assist with distribution for publications, coordinate our annual financial report and audit, and support the administration of the monthly Blue Oyster Arts Trust meetings. Specific areas of responsibility include administration and reporting, however the successful applicant will also work in a number of general areas to assist the Director in realising the strategic vision and goals for the gallery, enable individual artists to generate high quality and critically engaging projects and help with the day-to-day running of the gallery.</p>			
Key Responsibility Areas			
<p>Financial:</p> <ul style="list-style-type: none"> • Manage the day-to-day bookkeeping of the gallery and GST through Xero • Ensure healthy cash flow of the organisation and that all payments are made and received by the 20th of each month, including payroll and tax obligations. • Assist the Director to prepare and submit our annual finance reports, including for Creative New Zealand, the Charities Commission, and our external audit • Assist in preparing and maintaining of budget and cash-flow reports for Blue Oyster Trust meetings <p>Organisational systems:</p> <ul style="list-style-type: none"> • Maintain and update all databases, seeking new contacts and information where possible. • Work with the Director keeping accurate notes, calendars as well as work to and maintain deadlines. • Ensure Health and Safety and risk management documents are kept up to date. • Assist in the upkeep of organisational systems, accounts, reports, communications and archives. • Assist with recording of performance measures, including visitor numbers and financial measures • Co-ordinate and send out the documents for the monthly Blue Oyster Arts Trust meetings <p>Fundraising:</p> <ul style="list-style-type: none"> • Ensure applications and reports to funders are advised on, prepared and submitted on time and to a high professional standard. • Work with the Director to actively seek additional new and extended sponsorships and partnerships within the business and cultural sectors including donations, in-kind support and promotion. • Assist practitioners seeking additional support for programmed projects. • Work with the Director to apply to local community trusts and foundations for new equipment, renovations and other capital expenditure items. <p>General:</p> <ul style="list-style-type: none"> • Work closely with the Director to maintain excellent relationships with exhibiting artists, technicians, and contractors • The successful applicant should have respect for tikaka Māori and an understanding of and commitment to upholding the principles of Te Tiriti o Waitangi • Support and assist with managing the gallery's programme of exhibitions, workshops, publications and events 			

- Support the kaupapa of the Māori Engagement Strategy throughout communications with artists, visitors, contractors, and other stakeholders
- Assist with the hosting of regular and new visitors to the space during business hours.
- Assist with the hosting of artists, curators, photographers, media and volunteers in the gallery.
- Assist with the installation, de-installation and ongoing maintenance of exhibitions.
- Assist in the upkeep and maintenance of the gallery and library space.
- Assist at exhibition openings, discussions, and other events associated with the gallery.
- Assist in supporting gallery volunteers, interns and work placement students.
- Work with the Design & Publishing Manager to coordinate orders, promotion and updates of the online and in house shop and gallery merchandise when required
- Represent the gallery and exhibitions in a professional and respectable manner.
- Work to a deadline and complete assigned tasks in a timely fashion.

Relationships

Internal	Fellow employees Volunteers, interns, and contractors where appropriate Board of trustees
External	Exhibiting artists, writers, and curators Visitors to the gallery Visual arts community Wider cultural sector Patrons Sponsors

Skills & Competencies

Essential	<ul style="list-style-type: none"> ● Understanding and commitment to the principles and practice of Te Tiriti o Waitangi ● A desire to learn and develop new skills and knowledge in arts administration ● A working knowledge of Microsoft Excel and web-based platforms, XERO preferable ● Conscious of the Blue Oyster's role and function within the local and national arts ecology and interested in engaging with and developing our visual identity ● Attention to detail and good time management ● Motivated and have the ability to work independently ● Ability to take initiative and be flexible
Desired	<ul style="list-style-type: none"> ● Full drivers licence ● An awareness of the contemporary arts scene in Aotearoa ● An analytical and collaborative approach