

**The role:**

To provide administrative support to the General Manager of Wide Angle Tasmania.

**Key Tasks:**

- Providing accounts support including processing payments, accounts receivable and payable, invoicing members, payroll administration, completing month end reconciliations and preparing BAS statements (MYOB software);
- Respond to general inquiries from screen sector stakeholders
- Co-ordinate the hiring of equipment to screen practitioners statewide
- Assist with event management including venue hire, marketing (via newsletter, website, social media), managing enrolments and attendees, supporting contract tutors.
- Perform a range of administrative tasks including answering phones & email, collecting mail, processing membership subscriptions, distributing meeting papers and minuting meetings, ensuring the office is clean and tidy and well-stocked.
- Provide other administrative services to the General Manager as required

**Essential Skills/Experience**

- A solid understanding of MYOB and recent experience in bookkeeping
- Excellent organisational and time management skills;
- Great verbal and written communication skills;
- The ability to work both autonomously and collaboratively

**Desirable Skills/Experience**

- Knowledge of production and post-production equipment
- Previous work in the screen, arts or not-for-profit sector

**The Position**

*Initial Contract Date:* ASAP – 2/8/13.

*Hours:* 30 hours per week (5 days). Some out-of-hours work will be required to attend board meetings, training events and screenings.

*Location:* At the WAT Office in Salamanca Place

*Salary Range* (depending on experience) - \$48 500 - \$55 500 prorata

**To Apply**

To apply, please send a letter outlining your suitability for the position, a brief resume, your curriculum vitae and contact details of 2 referees to [abi@wideangle.org.au](mailto:abi@wideangle.org.au) by 4pm Friday Feb 8

Wide Angle Tasmania acknowledges the financial assistance of Screen Australia and Screen Tasmania.

