

Application Pack: Project Officer, Wide Angle Tasmania

Position Details

Position Title	Project Officer
Employment Type	Part –time - 12 months fixed term.
Hours of Work	20 hours per week with flexible arrangements for work hours
Place of Work	WAT’s office in South Hobart
Remuneration	Up to SCHADS award level 3 depending on experience and qualifications
Reporting to	Executive Director and Project Manager

Position Summary

Wide Angle Tasmania (WAT) is looking for an organised Project Officer to assist in the delivery of project goals across the Wide Angle Tasmania programme. The Project Officer will take responsibility for several established projects as well as supporting the Project Manager to implement major projects. The Project Officer will work closely with the Executive Director to provide general administrative and project support to the organisation.

This is a new position at Wide Angle with responsibilities that include working under direction, collaboratively and autonomously. The role is procedurally driven, involving both structured and creative activities. Strong attention to details is critical, as is creative thinking. The role requires excellent verbal, written and interpersonal communication skills.

This position involves coordinating small events and requires strong technology skills, document formatting, calendar and meeting coordination, competency in social media marketing and a familiarity with information communication technologies. As an outward facing role we are looking for a friendly and approachable person to represent our organisation.

Employment Basis

The Project Officer position is offered as a part time position (20 hours per week over 3 or 4 days). Commencing in April 2021, some flexibility of work hours and out of office hours will be required. The Project Officer will work from WAT’s office in South Hobart.

Key Responsibilities and Duties

Administrative support for the organisation including:

- Implement and maintain office systems, including phone, email and online enquiries, enrolments and event rsvps, filing, routine and ad-hoc data entry and data management tasks and accounts support
- Administrative support for the Board (minute taking)
- Ad-hoc equipment and facilities hire
- marketing activities
- Other duties as required and directed

Support Wide Angle’s major projects as directed by the Project Manager and Executive Director including:

- Provide administrative support for project implementation, reporting and evaluation tasks as required
- Provide high quality, timely and practical event coordination and technical support for events and meetings

- Provide administrative support for working groups, reference groups other networks as directed

Manage Wide Angle's established projects including networking events, screenings and archive:

- Plan, attend and promote the projects
- Curate films, manage rights, manage film formats for screenings and archive
- supervise and support event staff, contractors and volunteers
- track outcomes and provide reports
- grant & sponsorship proposals

Essential Selection Criteria

- demonstrated experience in supporting projects
- strong organisational and administrative skills
- Great verbal and written communication skills
- Experience working with teams and the ability to work independently
- Demonstrated experience managing multiple priorities to meet deadlines
- Solid digital technology skills (file management, video & image formats, publishing software, Microsoft suite)

Desirable criteria

- experience using accounting software (ideally MYOB)
- Experience in managing social media accounts and marketing
- Experience in the screen sector

Other Requirements

- current RSA (or willingness & eligibility to obtain)
- required to provide a satisfactory National Police Check and Working with Children Check

How to apply

Enquiries regarding the position can be directed to Abi Binning, WAT's Executive Director – phone 6223 8344, 0478 150 206 or email info@wideangle.org.au. Your application for the role of Project Officer should include:

- Cover letter stating your interest and responding to the Selection Criteria (max. 2 pages)
- Curriculum Vitae (CV) including contact details, experience, education, and two referees

Applications must be received by 9am Wed, March 17 by email to info@wideangle.org.au

Shortlisted applicants may be invited to attend an interview.

About Wide Angle Tasmania

Established in 2005, Wide Angle Tasmania is the state's screen development organisation. It is a not-for-profit organisation that nurtures local talent by providing advice, training, access to film production equipment and production initiatives. Wide Angle Tasmania also offers Tasmanian audiences a diverse programme of screenings.

Mission

To strengthen Tasmania's screen culture by encouraging, developing and supporting Tasmanian screen practitioners.

Vision

A vibrant, diverse and renewable Tasmanian screen culture. Such a culture will be characterized by:

- Production of screen work that explores and expresses the stories, ideas and perspectives of Tasmanians
- Tasmanian screen productions that embrace diverse subjects, employ a variety of genres, styles, technologies, platforms and serve a range of purposes
- A Tasmanian screen community that is regularly replenished by the inclusion of new practitioners, new ideas and new approaches to production

Values

The values that guide our work include:

- *Resourcefulness*: making intelligent and creative use of limited resources
- *Openness*: being receptive to new and diverse ideas and approaches
- *Community*: sharing skills, talents, ideas and resources to support the work of others
- *Accountability*: taking responsibility for our actions and their outcomes

You can view a copy of Wide Angle Tasmania's 2019-2021 Strategic Plan online at:

www.wideangle.org.au/about