

## **Administration / IT Assistant**

**Responsible to:** Volunteers Co-ordinator / Administration Coordinator/Program Manager

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### **Tasks:**

- Assist the Festival staff in the preparation of documents and dissemination of information.
- Respond to enquiries from the public and Festival guests.
- Manage incoming telephone calls.
- Preparing Postage, handling mail outs
- Data entry
- Manage and complete project related work
- Proofreading
- Acquire a sound knowledge of the Festival program, participating writers, and venues.
- Other duties as directed by Festival staff.

### **Times and days the job is available:**

- Pre-Festival: June – October, hours are flexible
- Various hours during the Festival: 1 September – 5 September 2010

### **Skills/qualifications required for this job:**

- Good oral and written communication skills.
- Previous experience in an office environment and in customer service.
- Ability to respond independently and promptly to enquiries and issues that arise.
- Basic knowledge of Microsoft Word and Excel.
- Ability to co-ordinate multiple tasks, prioritise time, and work within deadlines.
- Ability to adapt to working individually and within a team environment.
- (Commission for Children and Young People and Child Guardian) Blue Card **OR** Police Card **OR** 100 points of ID.
- 2 referees

### **Characteristics required of volunteer:**

- Proactive
- Enthusiastic
- Team player

### **Skills/benefits to be gained by doing this job:**

- Networking in arts industry.
- Knowledge of the administration and organisation of an international event.
- Organisational and time management skills.
- Access to events when not on duty (subject to availability)
- Certificate of Participation.
- T-shirt

### **Job training:**

- BWF induction and training is mandatory.