



Friends of the Auburn Tower Inc invites applications for arts administration services in connection with a Concert to be held at Auburn Uniting Church in May 2024. The Concert, with generous support from the City of Boroondara's Triennial Operational Community Strengthening Grants program, will feature young artists or ensembles who reached the finals of the Boroondara Eisteddfod.

Expressions of interest are invited from freelance arts administration graduates. Applicants must have an ABN, public liability insurance and a Working With Children Check.

Duties include:

- Finalising the list of artists to appear and works to be played/sung
- Engagement of artists and management of their contracts
- Preparing publicity material
- Publicising the concert on social and other media
- Preparing material for a printed programme
- Ticketing and front-of-house management duties
- Assisting the Committee with reporting and acquittal tasks.

No office accommodation is provided. Apart from the day of the Concert, the Administrator will be expected to work from home, and to be contactable at all reasonable times by telephone or email.

While the Concert is not until May 2024, some of the duties listed above will be carried out this year.

Remuneration

Remuneration will be on a lump sum basis by negotiation, based on a nominal hourly rate of \$60. Payment will be made in three equal instalments. Out-of-pocket expenses may be reimbursed subject to approval and proof of payment.

The Arts Administrator shall submit invoices for each phase of the work completed. Invoices must:

- be submitted in a form approved by the Committee
- detail the payment claimed for the services completed, the services being claimed for and the dates on which the services were performed and completed
- (if applicable) be in a form approved as a Goods & Services Tax (GST) Tax Invoice.

Payments by the Friends will be made by electronic funds transfer (EFT) to the Bank Account nominated by the supplier.

Part payment will be made on receipt of satisfactory work at the end of each of the phases.

Application

Please apply with a written CV, outlining:

- Qualifications
- Experience in work of a comparable nature
- Availability in the period 11 Sep – 31 Oct 2023
- Any existing connection with the City of Boroondara
- Contact details.

Applications should be sent by email to:

The Secretary, Friends of the Auburn Tower Inc

honsec@auburntowerfriends.org.au

not later than 9.00am on Monday 2 October 2023.

Further information about the Friends may be obtained from the website:

www.auburntowerfriends.org.au

Telephone enquiries 0409224442 (9am – 5pm)

Friends of the Auburn Tower Inc is a registered charity, ABN 38 945 439 496.



Revised 12 September 2023