

Administration and Events Assistant, Creative Universe

Role available for 4 to 5 days a week



Are you searching for?

- **The opportunity to work in the arts, events, creativity, innovation and business?**
- **Meaning and purpose through working with a range of charitable, entrepreneurial and commercial enterprises?**
- **A chance to support an inspirational team of people**
- **A diverse, responsible and challenging role**

Then come join us!

Creative Universe www.creativeuniverse.com.au looks after a range of enterprises including Creative Innovation conference 2010-2019, Pot-Pourri, the Inspiring Minds Leadership Programs, Dimension5 co-working space and Creativity Australia's 'With One Voice' Charity. This role assists the team at Creative Universe and Creativity Australia.

The position involves assisting with event management and marketing for our CEO's Keynote speeches and performances, Creative team building and leadership programs, Charitable enterprises, Creative Innovation Conference, the world class opera/music theatre group Pot-Pourri, as well as the CEO's solo musical endeavours.

An integral part of the role is assisting the CEO and team with the organisation of the annual Creative Innovation Global conference (www.creativeinnovationglobal.com.au) This is a three day program which is next scheduled for early 2019, and attracts delegates, speakers and thinkers from around Australia and internationally. Responsibilities include official partner liaison, assisting with the overall organization and promotion of the conference and concert/gala dinner and serving as a contact for artists, speakers, media and publicity.

Typical tasks also include receiving and screening phone calls and visitors, referring enquiries to appropriate sources, client development, composing and typing a variety of correspondence and contracts, brochure and flyer preparation, mail outs, strategic partner relationship building, coordinating and upkeep of marketing collateral and all promotional materials, using a personal computer to perform word processing, spreadsheets, database, email, calendar management, PowerPoint, internet and other specialized functions and using general modern office methods, equipment and procedures. An ability to provide confidential and efficient administration, serve as a liaison for venues, provide event runsheets, riders and technical requirements for each individual event, have good customer service and a confident phone manner are all essential. PR, marketing, events and partnership skills are an advantage.

This role will stimulate and reward someone who loves a challenge and is a self-motivated, confident, resilient, service oriented, highly efficient and computer literate with a positive, hard working attitude. You will have a minimum of 3 years of relevant work experience as an admin and events professional, highly developed interpersonal communication, negotiation skills and demonstrated organisational ability. You will be able to work independently and as part of a team. Passion for the arts, leadership, creativity, innovation, social enterprise, music and special events industries is an asset.

Applications will be considered in order of receipt. This position is available for an immediate start so maximize your chances by applying now. Salary Package is from \$40,000 to \$50,000 depending on skills and experience.

Applicants must send a cover letter typed on your personal letterhead, detailing 5 points about what makes them the perfect candidate and CV to alrick@creativeuniverse.com.au