

# Museum of Contemporary Art Australia

## POSITION DESCRIPTION

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<b>Position title</b>	Events & Administration Traineeship
<b>Position status</b>	Full-time, 12-month contract
<b>Remuneration</b>	Paid at the National Training Wage, determined by the highest level of schooling completed
<b>Team</b>	Development & Enterprises
<b>Reporting to</b>	MCA Events Manager

### Overview of the MCA

MCA is Australia's contemporary art museum. Focusing on the work of living artists, MCA's vision is to engage audiences with contemporary art and ideas through the presentation of a diverse program of exhibitions and special events. From major thematic exhibitions and surveys of established artists, solo exhibitions and artist projects, to new work by emerging artists, the MCA program covers the range and diversity of contemporary art.

Located on one of the most beautiful sites in the world at Sydney's Circular Quay, the Museum of Contemporary Art opened to the public in 1991, reopening in 2012 following a major expansion. The redevelopment has transformed MCA, with spacious new galleries including an entire floor dedicated to the Collection; the National Centre for Creative Learning with state-of-the-art technology; public spaces that embrace one of the world's most famous locations, and a series of site-specific artists' commissions.

The museum was established by the University of Sydney through the J.W. Power Bequest with the assistance of the New South Wales Government, and is now an independent organisation with a board of Directors.

### Overview of the MCA Development & Enterprises Division

The MCA Development & Enterprises team generates income and manages customer relationships through retail (the MCA Store), venue hire, sponsorship and philanthropy, working closely with all MCA departments and key suppliers. Additionally the team manages and delivers a wide range of events for stakeholders and supporters including exhibition openings, private viewings, artist dinners and fundraising events.

This is a vibrant division with a focus on high quality customer service, attracting and retaining a broad range of donors, managing a large portfolio of high level sponsors, and hiring out our award-winning venues. With an entrepreneurial outlook to establishing long-term relationships

with all the Museum's customers, the team strives to maximise revenues for the Museum as a whole.

### **Overview of the Position**

The Events & Administration trainee provides support to the Development & Enterprises team and will have the opportunity to work on a range of different types of events.

Reporting to the MCA Events Manager, the Events & Administration Trainee is responsible for general events administration, data entry, answering telephone enquiries, research, customer service, event planning and execution.

Events work will include venue and staff bookings, creating event schedules, stock control and ordering, catering and supplier liaison and off-site event planning.

This is a 12-month traineeship which includes on the job training and formal qualifications in Events. The traineeship combines workplace training with structured learning using a registered training organisation to assist the trainee in achieving a qualification Certificate III in Events. The Events & Administration Trainee will be employed under a formal training contract for a period of one (1) year.

### **General Responsibilities**

- Assisting the MCA Events Manager to deliver a range of events including exhibition openings, fundraising events, supporter events and special projects
- Assisting the Development & Enterprise team with invitations, RSVPs, guest list management, registration and post-event reporting
- Provide assistance with event operations where required
- Maintain inventory, manage stock control and ordering of beverages for events and the department as a whole
- Undertake research projects
- Provide general administrative support to the Events Manager and the department as a whole - duties may include data entry, general photocopying, research and maintaining MCA files and records
- Organise catering and set up for internal meetings and events
- Maintain invoicing and client contracts
- Liaising with internal and external staff and suppliers
- Department specific duties – special projects

### **Key Selection Criteria**

- Successful completion of year 10 or 12
- Willingness to undertake a traineeship
- A motivated self-starter
- A genuine interest in events and willingness to undertake the administrative tasks required to deliver events
- Ability to undertake basic clerical tasks
- Commitment to provide excellent internal and external customer service

- Ability to work as part of a team
- Ability to work under own initiative
- Excellent problem-solving ability
- Basic computer literacy - Microsoft Word/Excel/Powerpoint/Outlook
- Strong verbal and written communication skills
- Knowledge and understanding of occupational health and safety (WH&S), Equal Employment Opportunities and Anti-discrimination legislation
- Work in accordance with the principles of equity, access and fairness; Respect WH&S work practices and procedures; work with due care and consideration to safeguard your own health and safety and the health and safety of others
- A commitment to the Museum's objective of promoting the work of living artists and making contemporary art accessible to broad audiences through the imaginative and creative presentation of exhibitions and programs on contemporary visual culture

### **Terms and conditions of employment**

The position is a 12 month, full-time traineeship and includes a structured training component. Appointment will be conditional on an initial three-month probationary period; thereafter termination by either party will require written notice of 4 weeks.

The salary package offered will be in line with the national training wage. Salary is determined by the highest level of schooling.

### **Applications**

Short listing for interviews will be based on applicants meeting the Key Selection Criteria listed in the position description. Please send your CV, cover letter, including the names and telephone numbers of two referees, and last two school reports to Human Resources, Museum of Contemporary Art, PO Box R1286, Royal Exchange, NSW, 1223 or email [positionsvacant@mca.com.au](mailto:positionsvacant@mca.com.au).