

MUSICSA JOB AND PERSON SPECIFICATION

Title of Position:	Business & Administration Intern
Reports to:	Business Manager
Key Relationships:	CEO, MusicSA Staff, government, funding bodies, program stakeholders and partners, artists, industry, venues
Contract Term:	Short term fixed contract
FTE:	TBC

MUSIC SA

South Australia is a vibrant, world class cultural community and home to Australia's only UNESCO City of Music. The proud legacy of the state's iconic musical heritage underpins the success of today's local and unique contemporary music industry, which is both noted and envied for its innovation, liveability and creative drive.

MusicSA is the peak body and advocate for the South Australian contemporary music industry. A not-for-profit organisation, MusicSA is committed to promoting, supporting and developing the local industry by focussing on nurturing careers, creating pathways, developing strategic projects, delivering industry and professional development opportunities and connecting artists, audiences, venues and businesses.

POSITION SUMMARY

The Business & Administration Intern is responsible for assisting with the day-to-day administrative and organisational services which support the effective and efficient delivery of MusicSA business, including industry development, event programs and company activities. The Business & Administration Intern provides support to the smooth running of administrative operations including, but not limited to, office and company administration, finance, IT, assets and HR. The role also provides assistant support to other senior MusicSA staff.

KEY RESPONSIBILITIES

- Assist the Business Manager to keep and maintain up-to-date records, registers, correspondence and company information
- Assist with developing reports, timelines and schedules, funding and stakeholder acquittals and maintenance of the grants register

- Assist with maintaining an accurate and up-to-date register of Policies and Procedures
- Provide assistance to the Business Manager in the preparation of finances, budgets, payments, invoicing, payroll and financial reporting
- Support efficient day-to-day operations, including phones and IT, records management, office access, stationery, consumables, staff amenities, printers and copiers, schedules, rosters, key and security registers
- Maintain efficient storage of administrative and event supplies and materials, including inventories, stock lists and undertake regular audits
- Assist staff to maintain clean, tidy and office and work environments
- Provide administration assistance to MusicSA Training, including student enrolments and enrolment payments, resources and facilities, school and career expos
- Maintain a safe workplace and environment, comply with all WHS policies and procedures and promptly report any WHS issues or concerns

REQUIRED SKILLS AND EXPERIENCE

- Qualifications or a demonstrated interest in business, accounting, administration management, bookkeeping or commerce
- Strong interest in and passion for the Contemporary Music Industry
- A basic understanding of company and administrative financial processes
- An understanding of HR functions and processes in a workplace environment, including WHS and the management of policies and procedures
- Literacy and computer skills with database and records management experience
- Strong verbal and written communication and interpersonal skills
- Good customer and client service and external-facing interpersonal skills
- Ability to develop new skills and learn new software
- Ability to work in a small team environment
- Openness and willingness to learn

SPECIAL CONDITIONS

- Some out of hours work is required on occasion
- MusicSA has a flexitime and TOIL arrangement and overtime is not applicable
- A current Working With Children Certificate is required