**POSITION TITLE: Administrator**

**LOCATION: Work from home**

**HOURS:** **Average 5 hours per week, flexible**

**RATE:** **$31.22 per hour**

**REPORTS TO: ASPAH Treasurer**

**DATE:** **February 2022 to February 2023**

## **Background**

ASPAH recognises that all performing artists, young and old, amateur and professional, have unique needs that may not be met by standard models of healthcare.

Therefore, it promotes:

1. Accessible high quality holistic healthcare for all performing artists,
2. Education for medical practitioners and other health workers, teachers, performers and students to improve health and well-being,
3. Research across disciplines relevant to this field,
4. A culture of lifelong preventative healthcare and safety practices,
5. Multidisciplinary discourse among health professionals, educators and performing artists, and
6. Increased community awareness of performing arts healthcare

## **Position Objective**

 To support the consistent and effective running of ASPAH by providing administrative support for essential maintenance of the society and to the volunteer Executive Committee.

## **Key Responsibilities**

* Maintain ASPAH’s membership database, including processing new memberships and renewals
* Produce the bi-monthly ASPAH e-newsletter
* Maintain the ASPAH website
* Assist with maintenance of ASPAH’s social media, including Facebook, Twitter and Linkedin
* Manage conference registrations and abstract submissions
* Provide administrative support to the ASPAH volunteer Executive Committee.

## **Key Selection Criteria**

## **Essential:**

## Demonstrated excellent administrative skills, including the ability to prioritise and schedule work to meet deadlines

* Competency with the Microsoft Office suite of programs, including Access, and other database management systems as required
* Familiarity with managing websites using Wordpress platform
* Familiarity with sending newsletters using Mailchimp platform
* Familiarity with event management including booking and registration systems and online hosting via ZOOM
* Well developed and effective oral and written communication skills
* Attention to detail
* Ability to work effectively as part of a team and individually
* Availability to attend committee meetings online once a month (paid)

## **Desirable:**

* Ability to attend and work at annual conferences, including managing delegate registrations and other administrative duties
* Commitment to the goals and mission of ASPAH
* Ability to contribute positively to an evolving organisation
* Current ASPAH membership
* An interest and background in performing arts or specialist healthcare