

- Assisting Illuminate Adelaide operations, marketing and development departments as required.
- Assisting Directors as required
- Written and phone communication
- Assisting with invitation lists, corporate and donor hospitality and related events
- Working closely with the relevant staff on function guest lists at VIP hosted events
- Assisting Administrator with office logistics

7. Workplace Conduct

Adhere to and comply with organisational policies and procedures including WHS requirements.

- APA, WOMADelaide and Illuminate Adelaide have a zero tolerance of any form of harassment and has a workplace discrimination and harassment policy that is applicable to all levels of management, staff, and board members.
- We are committed to providing a safe, flexible, and respectful environment for staff, free from all forms of discrimination bullying and sexual harassment. All staff are required to treat others with dignity, courtesy and respect and have the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimized.
- Under the COVID Management Plan for APA and the Festivals, all staff must be fully vaccinated against COVID19.

8. Remuneration \$57,200 plus SGC% paid fortnightly pro rata for the Term of this contract position. The agreed salary is inclusive of all and any provisions for any penalty payments, overtime and work on weekends or public holidays.

9. Annual Leave Entitlement

Four weeks annual leave paid pro rata which may be taken as it is accrued or as a final payment at the close of your contract.

10. Sick Leave / Personal Leave

Ten (10) days per annum, pro rata

11. Vehicle Insurance

It is a condition of this contract that if you use your vehicle for work related travel it is to be insured for, at least, third party property damage. The insurance must extend to the use of the vehicle in the business of APA and the Festivals

Please send application letter to Di Farrell, Administrator, dfarrell@artsprojects.com.au

Applications close: **Fri 10 December**