

**Job Title:** Office Manager

**Responsible to:** Chair, Territory Craft

**Key Responsibilities**

1. Oversee the management of TC office, retail, studio and exhibition spaces, staff, and volunteers.
2. Prepare the annual operational grant applications on behalf of Territory Craft as well as sourcing and applying for other grants. This includes preparation of financial and written reports to ensure appropriate acquittal as per funding requirements.
3. Undertake the Financial and Administrative management role for Territory Craft, attending to the efficient running of programs and events.
4. Ensure the Territory Craft files including correspondence, active individual projects and other events and activities are properly maintained.
5. Prepare general accounts for payment, receipting of income and banking in consultation with the Treasurer. Coordinate and liaise with the bookkeeper on behalf of the committee, including preparation of monthly financial reports to the committee.
6. Ensure compliance with the Landlord's requirements for the building.
7. Organise the maintenance of the premises and equipment, ensuring adequate security, insurances and OH&S etc, for all equipment, (permanent and temporary), and articles in the care of the Crafts Council. This to be done In consultation with the Board.
8. Maintain and update as required, the Territory Craft assets register.
9. Prepare a written report for submission to the monthly Board meeting
10. Assist the Board as required with implementation of major initiatives and strategic plans.

**Essential**

1. Highly developed interpersonal, oral and written communication skills.
2. Demonstrated excellent organisational skills.
3. Demonstrated experience in the preparation, management and acquittal of grants
4. Demonstrated ability to work as part of a multi-disciplinary project team.
5. Demonstrated experience in liaising with government agencies and organisations within the community and within cross-cultural contexts.
6. Demonstrated experience in planing, programming and coordinating work and meeting deadlines.
7. Well developed skills in a wide range of computer software packages including desktop publishing, word processing, MYOB and spreadsheets.

Please post your application which must address the 7 selection criteria to:

The Chair  
PO Box 1479  
Darwin NT 0801

OR

Email to: [tcdarwin@bigpond.com](mailto:tcdarwin@bigpond.com)