

## Adelaide Festival Centre

### Full Time Opportunity

#### Corporate Services Coordinator

Are you commencing your career in Human Resources or Corporate Governance and looking for the opportunity to engage with a broad range of elements in these disciplines?

Are you looking for a career change and can bring experience and expertise in coordinating multiple systems and programs in a busy environment?

Do you have a passion for providing enthusiastic, pro-active support to achieve shared goals, in a team environment?

The Adelaide Festival Centre, a world class performing arts complex charged with the responsibility of encouraging and facilitating artistic, cultural and performing arts activities, requires the services of a highly capable support person to assist the Corporate Services Team to develop, implement and maintain effective organisational systems.

The Corporate Services department is responsible for:

- Supporting & developing staff;
- Promoting & supporting human resource management;
- Effectively managing corporate governance, risk management & OHS&W;
- Managing the AFC volunteer program.

The position will be responsible for assisting the Corporate Services team with a range of systems and processes – examples are helping to plan, publicise and record training, or ensuring an accurate, up-to-date database of contracts. Other projects will occur from time to time, requiring a flexible approach to the role.

To succeed, you will need to be very organised and able to work effectively with a wide range of people using your sound interpersonal and written communication skills. You will enjoy finding creative solutions to problems and ensuring that processes and practices (such as those involved in contracts, OHS&W requirements and records management) are applied in an accurate, relevant and up to date manner. Your knowledge and experience in the MS Office suite of software (Word, Excel, Access) will assist you to find appropriate ways to record and retrieve important data.

You must be able to demonstrate an enthusiastic, cooperative and competent approach – which you may be able to do through having previous administrative and clerical experience in a busy work environment.

A Position Description is available on the Adelaide Festival Centre's website at [www.adelaidefestivalcentre.com.au](http://www.adelaidefestivalcentre.com.au). Applications **must address the Key Competencies detailed within the Position Description.**

Enquiries can be directed to Gillean Smiley, Manager Corporate Services at [gillean.smiley@adelaidefestivalcentre.com.au](mailto:gillean.smiley@adelaidefestivalcentre.com.au) or 8216 8826.

All applications will be treated in strict confidence and are to be submitted by Friday 5 September 2008 to Sonia Coorey, Corporate Services, Adelaide Festival Centre, GPO Box 1269, Adelaide SA 5001. Applications can also be emailed to [sonia.coorey@adelaidefestivalcentre.com.au](mailto:sonia.coorey@adelaidefestivalcentre.com.au).

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