



**POSITION:**

**INFORMATION OFFICER**

LOCATION:

Hendra, Brisbane

TERMS OF EMPLOYMENT:

Full-time, 35 hours per week

REPORTS TO:

The position reports to the General Manager, Museum & Gallery Services Queensland Limited, trading as Museums & Galleries Queensland (M&G QLD)

**PURPOSE**

M&G QLD's Information Officer is often the Company's first point of contact for our constituency and the general public and requires someone with strong interpersonal and customer service skills.

The successful applicant will provide a range of administrative and information services and have a demonstrated ability to set priorities to deliver agreed tasks within available resources and timeframes. They will have strong communication skills, and be able to contribute positively in a team environment and to work independently if required.

M&G QLD is an equal opportunity employer and is committed to providing an inclusive workplace free of unlawful discrimination, harassment and bullying.

**DUTIES**

1. Attend to incoming enquiries by phone and email and forward as necessary.
2. Provide clerical and administrative support including digital and hardcopy filing, photocopying, database maintenance, and assisting with the preparation of correspondence and content for Board papers and other reports as required.
3. Process incoming and outgoing daily mail, including arranging courier services.
4. Assist with maintenance of the M&G QLD website and updating content as required.
5. Coordinate the effective maintenance of office equipment and computer systems.
6. Assist with dissemination of sector information to M&G QLD's constituents, including the membership bases of Public Galleries Queensland and Australian Museums and Galleries Association Queensland, and the general public as required.

7. Assist with the preparation, distribution, marketing and archiving of M&G QLD print and online publications.
8. Maintain stationery supplies and consumables for the office and tenancy facilities.
9. Provide administrative assistance for M&G QLD meetings, projects and special events as required. This may include coordinating meetings; distributing meeting papers; mailouts; organising catering, venues and travel; recording and distributing minutes of meetings.
10. Assist program staff with the collection of statistics, evaluations, and other data and assist with the compilation of program reports and analyses as required.
11. Assist with the cataloguing and maintenance of M&G QLD's resource files and library.
12. Represent M&G QLD in a positive and professional way.

### **ORGANISATIONAL RESPONSIBILITIES**

- Adhere to the Company's Code of Conduct in a manner that is consistent with both its spirit and intent.
- Adhere to all Company policies, procedures, standards and practices.
- Work collaboratively with other M&G QLD Staff.
- Comply with Queensland Health COVID-19 directives.
- Undertake any other duties as determined from time to time by the General Manager or the Executive Director.

### **KEY REQUIREMENTS**

The position requires:

1. Relevant qualifications and/or equivalent experience.
2. Well-developed interpersonal, verbal and written communication skills.
3. Experience and sound knowledge of a range of computer software and applications including Microsoft Office, Adobe Creative Suite, FileMaker, MailChimp and social media.
4. Experience and sound knowledge of a range of administration and office processes.
5. Accuracy and attention to detail.
6. Personal organisational and time management skills.
7. Ability to work collegially as a team member.

8. An eagerness to learn and perform well.

### **SECONDARY REQUIREMENTS**

1. A demonstrated interest in the visual arts, museums, and/or heritage/history.
2. Demonstrated understanding of Workplace Health and Safety principles.
3. Class C driver's license would be desirable.

### **SALARY AND CONDITIONS**

Salary will be between \$43,000 to \$45,000 gross per annum (dependent upon experience), plus superannuation guarantee and leave loading. The position is based on a 35-hour week. Regional travel and work outside of regular hours may be required from time to time. Time in lieu for such overtime will be negotiated.

There will be a three-month probationary period from the employment commencement date.

### **APPLICATION**

Applicants must address each of the Key and Secondary Requirements detailed in the Position Description, and include a CV and covering letter.

Applications are to be addressed to M&G QLD's Executive Director at

Rebekah Butler  
Executive Director  
Museums & Galleries Queensland  
122 Gerler Road  
Hendra Qld 4011  
E: [rebekah.butler@magsq.com.au](mailto:rebekah.butler@magsq.com.au)

Enquiries should be directed to Rebekah Butler on P: 07 3059 9744 (Mon – Thurs) or  
E: [rebekah.butler@magsq.com.au](mailto:rebekah.butler@magsq.com.au)

**Applications close 5pm, Monday, 23 May 2022.**