

7 January 2022

POSITION VACANT

ADMINISTRATION OFFICER

CrewCare is a not for profit organisation representing live music production crew in Australia. A committed volunteer board with significant experience in the industry works on behalf of members to both advocate and coordinate services.

Thanks to a generous donation from **Humm Events**, a division of the Cedar Mill Group, CrewCare Limited has moved to employ a part time Administrative Officer to assist the board in its operations and future growth.

If you feel this is you, please take the time to read the job description and submit your resume **with a covering letter** to support@crewcare.org.au

Applications close 24th Jan 2022

.../(advertisement below)

CrewCare Limited
Registered Office: MGI South Qld Pty Ltd
Level 1, 200 Mary Street, BRISBANE CITY QLD 4000
ABN: 60 636 534 944 | ACN: 636 534 944



ADMINISTRATION OFFICER

Part Time/Contractor (equivalent of 1 day per week).

Qualifications and Experience:

- Preferred Diploma or Certificate IV in Business Admin or relevant experience
- Preferred Multi Media/Social Media content creation
- 3 years experience in live music based work, or
- Experience in similar role for a NFP organization

Duties include:

- Coordinate and carry out office administration including co-ordination of board and committee meetings
- Create and Schedule Social Media content
- Assist with creating CrewCare proposal documents, and administration of CrewCare programs

This person must be able to work alone and with a committee in a team environment.

Location: Home office

Closing Date: Monday 24th January, 2022 5:00 pm AEDT

Download Job Specification at crewcare.org.au/job

Please apply with cover letter and concise resume to support@crewcare.org.au

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