



**CITY OF ALBANY  
POSITION INFORMATION  
ADMINISTRATION & MARKETING  
OFFICER – ARTS & CULTURE**

**POSITION:** Administration & Marketing Officer – Arts & Culture  
**LOCATION:** Community Services / Arts & Culture / Vancouver Arts Centre  
**DATE:** June 2024

*Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.*

**CONDITIONS OF EMPLOYMENT:**

**Agreement:** City of Albany Industrial Agreement 2023

**Status:** Permanent, Full Time Employment

**Salary:** Level 4.1 to 4.4 (\$73,454.91 - \$77,202.66 per annum) dependent on skills, knowledge and experience. From July 1 2024

**Ordinary Hours:** 152 hours per 4 weekly cycle to be worked Monday to Saturday between the hours of 7.00am and 6.00pm

**Variable work arrangements:** Variable work arrangements are available in negotiation with team supervisors/managers and in accordance with the organisation's customer service requirements;

**Annual Leave:** 4 weeks paid annual leave each year (pro rata)  
17.5% leave loading

**Long Service Leave:** Available after 7 years of service in accordance with the Regulations.

**Other Leave:** The Officer is entitled to:  
a) Personal leave;  
b) Compassionate leave; and  
c) Parental leave

**Superannuation:** The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

**Probationary Period:** 3 months

**Medical:** Appointment is subject to a pre-employment medical exam

**Federal Police Clearance:** Appointment is subject to a satisfactory federal police clearance

***For further enquiries, please contact Tahli Crosby, VAC Coordinator on  
(08) 6820 3746.***



**CITY OF ALBANY  
HOW TO APPLY  
ROLE TITLE**

**APPLY ONLINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://www.albany.wa.gov.au)**

Within your application, please provide a **covering letter** of no more than two pages and an up-to-date **resume** telling us about your previous experience in similar roles.

**To be considered for interview - your cover letter must clearly address how you meet the key points outlined below.**

Your cover letter must also cover the following information:

- Previous experience working in an administration support role within the Arts Sector, Events or Community Development
- Demonstrated highly developed teamwork and interpersonal skills
- Sound computer skills with demonstrated knowledge and use of the Microsoft Office suite
- Demonstrated experience creating marketing materials and using social media platforms for community engagement
- Cert 3 in Business Administration or equivalent experience