

AUSTA National Administrator

AUSTA is seeking a vibrant and suitably qualified **National Administrator** to assist in the management of the association for 20-30 hours per week.

The Australian Strings Association (AUSTA) is a professional association of teachers, players and makers of bowed string instruments which promotes excellence in all aspects of performance, teaching, conducting and string instrument making. AUSTA aims to inspire and support students, amateurs and professionals and also to facilitate communication at local, national and international levels.

The Administrator is required to work in their own office space and therefore the residential location of the Administrator is flexible within Australia. Applicants must be self-motivated and forward thinking. These roles are key to ensuring the success of AUSTA.

AUSTA National Administrator:

The AUSTA Administrator coordinates activities and operations to ensure efficiency within the organisation for AUSTA Members, Chapter Committees and the National Executive.

The applicant is required to have excellent organisational skills, good IT skills, along with the ability to undertake and coordinate numerous concurrent tasks and meet deadlines. The Administrator works closely with the Accounts Manager, Treasurer, Secretary, the National President and the National Executive.

Music industry knowledge, particularly of bowed stringed instruments would be a strong advantage. An understanding of the Education systems in Australia would also be an advantage.

Responsibilities

Governance & Executive Support

- Ensure compliance with AUSTA's Constitution and national policies.
- Liaise regularly with the National President, Secretary, and Treasurer.
- Support the National Executive and chapter committees as required.
- Check membership status of state chapter committee members to ensure compliance.
- Attend National Executive meetings.

Membership & Reporting

- Process new and renewing memberships.
- Maintain the online membership database.
- Submit regular membership reports and prepare proposals as required.

- Respond to member enquiries via phone and email, providing timely and professional support.
- Maintain a consistent communications schedule with members.

Publications & Media

- Liaise with the Stringendo Designer and editorial team as needed. (Stringendo is AUSTA's quarterly national publication.)
- Load Stringendo to the website and distribute to members electronically
- Coordinate with the National Social Media Coordinator to ensure regular and engaging social media content.
- Write and disseminate the national eNews (Mailchimp)
- Basic graphic design using Canva as needed for eNews

Website & Digital Systems

- Oversee and update website content as required (WordPress)
- Liaise with external website/CRM designers to ensure functionality and efficiency (WordPress)
- Manage email accounts (using Google), including role changeovers post-AGM and troubleshooting login issues.
- Maintain Google Drive records and keep handbooks and internal documents up to date.

Events & Travel Coordination

- Manage travel arrangements for the International Presenter, National Conference, and International Tour (each typically occurs once every three years, on rotation).
- Schedule and support national online and face-to-face events and meetings (currently using Zoom and Google Meet).
- Liaise with relevant stakeholders (e.g., presenters, contractors, chapter reps) for event logistics.

Administration & Finance

- Administer the national TryBooking account.
- Write and deliver contracts as required in conjunction with the National President.
- Create, update, and maintain accurate administrative records and databases.
- Transfer membership payment information from the AUSTA database to Xero including downloading PayPal reports.
- Raise invoices in Xero as required including membership, Stringendo advertising and others as required.
- Liaise with chapter treasurers to obtain information to complete full data input in Xero for both BAS and annual audit in conjunction with National Treasurer.
- Coordinate preparation of the annual financial statements with the accountants and auditors to assist National Treasurer.
- Enter bills into Xero and process payments on internet banking for approval by the Treasurer.

- Reconcile bank and credit card accounts.
- Advise National Executive and other committee members regarding accounts/bookkeeping matters.
- Prepare and submit quarterly BAS reports.
- Maintain records with the ACNC including annual return and director details.
- Process monthly payroll in Xero.
- Submit annual workcover premium data.
- Prepare annual franking credit application with National Treasurer.
- Coordinate annual insurance renewal and premium payment.
- Advise the national executive on ASIC, ABR, ACNC and accounting matters generally.
- Prepare proposed rates schedules for membership, advertising and other income and payments in conjunction with National Treasurer.

Other duties

- Troubleshoot issues with membership payment.
- Maintain records including making claims and liaising with parties for insurance claims.
- Undertake other duties as required.

Desirable (but not essential) skills and experience

- Experience with Xero or similar accounting product.
- Account reconciliation.
- Experience with a CRM website/database.
- Previous involvement with annual audit in a not-for-profit.
- Understanding of procedures for the ACNC and ASIC.
- Experience with budgeting.
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Advertising

- Coordinate with Stringendo Journal Editor to manage and approach advertisers for national journal.

Main skills and experience

- Friendly and approachable communicator.
- High standard of grammar and spelling.
- Ability to work remotely with a range of people in other states and timezones.
- Flexibility with working hours.
- Ability to organise and prioritise tasks.
- Familiarity with Google Suite and Google email management.
- Knowledge of: MS Office, PayPal, MailChimp, Google Drive, Canva, Trybooking and Zoom.
- Basic understanding of Xero.

Other Information

- This role will require approximately 20-30 hours per week.. These hours can be flexible, however there are deadlines that need to be adhered to.
- The pay for this role is currently \$50.00 per hour and is reviewed by the National Executive each year.
- An allowance is paid each month to cover telephone and office costs.