



Administrative Assistant

The Cherbourg Historical Precinct Group has a vacancy for a part-time Administrative Assistant.

The role is part time for approximately 28 hours per week, on a fixed term basis initially for a six-month period with the possibility to extend dependent upon ongoing funding arrangements and operational requirements.

A competitive salary package will be negotiated with the successful candidate.

The Ration Shed Museum is a growing not for profit organisation operating in Cherbourg, an Aboriginal community in the South Burnett region of Queensland. It is a museum and a community and cultural center that aims to:

- to capture the conditions and experiences of life for Aboriginal peoples living under the Queensland Protection Acts;
- to gather and archive artifacts, images, documents and stories of the settlement;
- to educate all people, most especially Cherbourg residents and the children about this dramatic and often painful history of resilience and survival;
- to entertain and inform visitors through exhibitions, displays, events, stories and personal contacts with community Elders and artists;
- to build reconciliation and community connectedness, capacity and pride;
- to be part of the economic growth of Cherbourg and the region

Our management and operational staff is comprised largely of volunteers - Elders and artists and general community members. Our museum is a place where people can learn, heal, build relationships and feel nurtured and inspired. Visitors come from near and far - from Cherbourg itself, from schools in the region, from universities around the country, from towns and cities on organized tours and as casual tourists, including national and international visitors.

The prime goal of our staff is to provide professional service to and personal engagement with all our visitors. The Administrative Assistant will be on the front

line of communication with our visitors, dealing with bookings, enquiries, sales and general information.

The Administrative Assistant is accountable to the Ration Shed Management Committee and will report on a daily basis to the Ration Shed Co-ordinator. They will provide support to the Ration Shed Management Committee and operations staff that is consistent with the operating practices of the Ration Shed and with our workplace culture of respect, co-operative decision-making and non-racist, non-sexist attitudes.

Key responsibilities:

- Front of house reception of visitors;
- First responder to telephone and e-mails;
- Manage visitor and room bookings;
- Schedule tour guiding and bookings with Elders;
- Invoice clients and keep records of bank payments;
- Assist managing the Ration Shed and online shop, including keeping records of sales and stock;
- Assist maintenance of conference and workshop venues;
- Maintain office administration procedures including data entry and processing;
- Assist with running of various events and projects from time to time;
- Perform other ad-hoc duties as required;
- Ensure communication flows to Co-ordinator and Ration Shed Committee members and other staff.

Key requirements:

Essential

- Fluent English verbal and written skills;
- A good working knowledge of Microsoft Word and Excel;
- Experience in working with emails and the internet;
- A kindly and respectful customer relations manner;
- An organized and self-motivated work practice;
- Administration experience.

Desirable

- A Cert 3 in Business Administration (or better);
- A good working knowledge of MYOB would be useful;
- Experience in working in Aboriginal communities;
- A good knowledge of Aboriginal history;
- A Blue Card (or willingness to apply for one);
- A driver's license.

Applications should consist of:

- a letter outlining your suitability and motivation in applying for the role addressing the Essential and Desirable Key Requirements,
- a current resume;
- 3 references which include at least one from a recent previous employer and a personal character reference

Please send your application by 15 February 2017 and direct any enquiries to:

Ms Sandra Morgan, President

The Ration Shed Museum,

PO Box 354, Murgon, 4605, QLD

Tel: 07 4169 5753 info@rationshed.com.au