



****IMMEDIATE VACANCY!***

ORGANISATION: Australian Dancing Society Ltd. (ADS)

BACKGROUND:

The Australian Dancing Society Ltd. (ADS) was founded in 1942 for the progress and promotion of international ballroom dancing throughout and for Australia. The development of the ADS has continued so that dancing in this country can prosper and to ensure the profile of dancesport is lifted and to increase the opportunities for people involved in the sport.

The ADS is the organisational body for the Australian DanceSport Championship (ADSC). The Australian Championship is Australia's premier dancesport event and is the selection event for Australia's World Championship representatives. The four day event is held annually in December in Melbourne at Hisense Arena.

JOB TITLE: Project and Administration Officer

REPORTS TO: Margaret Lonsdale – CEO, Australian Dancing Society
Eamon McGrath – Director, Australian Dancing Society

JOB DESCRIPTION:

To work as a member of the team responsible for the administration and operational aspects of the Australian Dancing Society Ltd. and the coordination of the Australian DanceSport Championship. The role will also provide assistance to the CEO and Director where required.

TASKS: To assist the team where necessary with the following tasks.

ADS TASKS:

- Manage all incoming emails and phone calls
- Day to day administration as required
- Maintain office supplies
- Provide regular updates for the website as directed
- Coordination of meetings as required
- Coordination of mail outs as required
- Writing of reports

- Maintain databases
- Regularly review all DanceSport sites

ADSC TASKS:

- Coordination of ticketing and invoicing for floorside table holders.
- Assist with the production of all promotional collateral including flyers, newsletters, posters, invitations and event tickets.
- Assist with the production of the souvenir programme including sourcing advertising and articles.
- Assist with the coordination of the charity Gala Dinner including promotion, invoicing and rsups.
- Assist with the marketing of the event including outdoor signage applications, compiling a monthly e-newsletter and community promotions.
- Liaise and develop working relationships with Team Leaders, contractors and suppliers.
- Liaise with international adjudicators, athletes, VIPs and performers assisting with engaging talent, flight bookings, accommodation and contracts.
- Regularly provide website content updates.
- Assist with sponsorship applications, acquittals and servicing sponsors (both government and private).
- Seek quotes and make orders for event merchandise.
- Coordination of a free transfer shuttle bus throughout the event.
- Assist with the accommodation bookings of VIP's, guests and international athletes.
- Coordinate event catering including functions, floorside table service and staff meals.
- Coordinate other functions within the event including a media launch and farewell function.

HOURS: Full-time, Monday – Friday, 9.00am – 5.00pm with 30 minute lunch break.

SALARY: TBC

TO APPLY: Email your CV to info@theaustralianchampionship.com.au or phone 03 9510 7770 for more information.