

MESS Program Administrator

Position Description

About MESS

Melbourne Electronic Sound Studio (MESS) is a not-for-profit organisation dedicated to creating electronic sound and music. MESS's work is divided into four areas of focus, **STUDIO**, **SCHOOL**, **SHOW** and **SCHEMATIC**.

STUDIO is a physical space of approximately 120m² that houses, maintains and makes access available to MESS's globally unique, multi-million-dollar instrument collection. It is a sound production workshop and is the central axis for most of MESS's activities and, as such, interacts with all other areas of the organisation.

SCHOOL oversees all of MESS's education and training activities. Its on-site physical activities are housed within the MESS STUDIO. This encompasses various presentations, workshops, courses, incursions, and events. It is a crucial area of growth for the organisation.

SHOW contains any outward-facing activities resulting from STUDIO and SCHOOL activations. This includes many performances, events, recording releases and other content outcomes. These activities are diverse, from online music releases to large-scale concert presentations.

SCHEMATIC is MESS's emergent area concerned with electronic sound devices' design, engineering, and technical aspects. It is where MESS keeps its in-house repair and maintenance facility, encompassing the stories and histories attached to these machines.

About the Position

The Program Administrator provides high-quality programming and administrative support across all of MESS's key areas of operation. This pivotal role actively contributes to a broad range of Studio initiatives, ensuring the seamless and efficient realisation of MESS's objectives.

The position requires someone with a strong background in creative administration, proficient in systems and digital tools, as well as a working knowledge of event production and planning. Given the broad spectrum of stakeholders, from internal staff to members, sponsors and the public, we seek an individual with outstanding interpersonal skills and a natural ability to communicate.

As an integral member of our close-knit and dedicated team, we are seeking a dynamic, self-motivated individual with an ability to engage with a vast amount of information while maintaining meticulous attention to detail. This person should excel at working independently while fostering close collaboration with the entire team.

Key Responsibilities

Program Production

Provide support with MESS's public programs, working both independently and collaboratively with artists and facilitators, MESS staff, venues and contractors. Programs include -

- Education - workshops, courses, off-site incursions;
- Shows - concerts, artist talks;
- Studio - residencies, open days.

Duties include -

- Be the central point of coordination between internal and external production teams to ensure the smooth delivery of public program events.
- Facilitate consistent communication between all parties involved in the delivery of individual program events, including establishing communication channels, organising meetings etc.
- Maintain systems to ensure the smooth and efficient delivery of the MESS program across all areas of focus.
- Input into the development and oversight of program and project related budgets, oversee artist and supplier payments.
- Assist in developing, monitoring and upholding production schedules.
- Collate and create marketing and promotional materials for events, working closely with the MESS Membership & Engagement Coordinator to roll-out marketing campaigns.
- Oversee audio and visual documentation of programs, inputting into and maintaining the MESS archive.
- Scope and book suitable venues to support program offerings.
- Oversee membership bookings and event ticketing arrangements.
- Maintain evaluation methods to collate relevant program feedback and reporting data.

Operations Administration

Work across the studio to support MESS's operations, ensuring the smooth and efficient running of the studio, including -

- Act as the primary point of contact for MESS inquiries, delivering consistently high-quality support.
- Support the development of systems to enable efficient studio operations.
- Assist in the creation and upkeep of studio policies and procedures.
- Manage student registrations, payments and participant databases.
- Generate social media content, including interviews from resident artists and visitors and crafting social media assets.
- Create, upload and adapt website content.
- Maintain MESS operational and project calendars.
- Support the development of information and meeting materials for the Board of Directors.
- Arrange meetings and events for staff and Board.
- Book artist and staff travel and develop itineraries.
- Additional responsibilities as required.

Selection Criteria

- Proven experience providing administrative support in a creative environment, working collaboratively within an agile and creative team.
- Demonstrable experience successfully delivering or supporting public programs and/or events, encompassing planning, budget control, scheduling and reporting.
- Proficiency operating cloud-based platforms and software to support efficient project delivery - knowledge of Google Suite and Xero preferable.
- Proficiency in the upkeep of Content Management Systems (CRMs), with a preference for experience in Wordpress.
- Competency working with complex database systems including accurate data entry.
- Experience creating social media content, written and audio visual.
- Proven ability to anticipate and respond to the administrative and communication needs of a team or project.
- Outstanding interpersonal skills in both one-on-one and group contexts, with particular emphasis on customer service and team interaction.
- Meticulous attention to detail in all aspects of work and professional practice.
- Working knowledge of electronic sound culture (and a willingness to learn more).
- Ability to represent MESS's core values in a professional manner in all working contexts.

Terms of Employment

- Part-time employment - 4 days per week, FTE 0.8
- Salary \$55,000 per annum pro rata, plus superannuation
- Annual Leave: 20 days per annum pro rata (accrued)
- Personal Leave: 10 days per annum pro rata
- Reports to: CEO

Work Schedule & Location

9.00am to 5.30pm, Tuesday to Friday, days negotiable.

Due to the nature of the organisation, work outside of normal hours is anticipated. This may include evenings and weekends. MESS operates a time-in-lieu system.

The role is based between MESS's office and studio spaces in 15 Dowling Place, North Melbourne, Victoria. Some remote work possible.

Application Process

For more information please contact Tamara Doncon at MESS at admin@mess.foundation.

To apply, please email a CV and cover letter responding to the Selection Criteria to admin@mess.foundation. Applications close 5pm, Sunday 12 November.