



## AUSTRALIAN CINEMATOGRAPHERS SOCIETY

### EXECUTIVE OFFICER

### POSITION DESCRIPTION

#### Organisation Overview

The ACS is a not-for-profit company, limited by guarantee, formed for the purposes of providing a forum for cinematographers to further develop their skills through cooperation.

It is a membership-based organisation, governed by a National Executive Board and state-based committees.

The main activities of the ACS are the annual national and state awards, awarding of accreditation and the quarterly publication *Australian Cinematographer*.

Management of the ACS has primarily been undertaken on a voluntary basis by the National Executive Board and committees.

The ACS now wants to employ on a part time basis an Executive Officer to assist the President with the administration of the society.

#### Organisational Relationship

Reports to:	President
Title:	Executive Officer
Supervises:	Nil
Internal Liaison:	National President National Executive Board Branch Presidents National Ancillary Positions Membership
External Liaison:	National and State Screen Agencies Industry guilds and associations Sponsors

#### Primary Purpose of the Role

The role provides timely expert executive co-ordination, communication, and professional support to the National President, including managing a diverse range of critical issues, services and projects relating to the key strategic objectives of the ACS. The role will ensure that key tasks are co-ordinated and communicated to the right people across the ACS.

The role assists the President in developing the profile of the ACS and developing participation in industry dialogues.





## Key Responsibilities

The Executive Officer is primarily responsible for:

- High level administrative support to the President and National Executive including but not limited to; participating in the development of corporate and strategic objectives; supporting the President on delegated projects; and dealing with correspondence and reports.
- Assisting with corporate communications including but not limited to developing and implementing a communications plan; schedule and upload social media posts, which are created and generated by the social media team and, with the President, managing communications with screen agencies and industry associations.
- Assisting the President and Treasurer with finance including but not limited to receiving income; arranging payments; reporting on financial status and maintaining and extending sources of financial support.
- Assist with the co-ordination and delivery of functions and events as required.

## Selection Criteria

### Essential

- Highly developed organisational skills with the ability to manage time and work output within competing priorities to agreed deadlines.
- Highly developed interpersonal and written communication skills.
- Demonstrated ability to work both autonomously and collaboratively within a team environment.
- Demonstrated ability to research and analyse information, including financial information.
- Willingness to work flexibly when the demands of the position require it.

### Desirable

- Experience in and knowledge of the Australian screen production industry.
- Knowledge and understanding of organisational governance, particularly in the not-for-profit sector.
- Sydney based