

Administrative Assistant – Casual/PT/FT

Kennell & Co, [salary is negotiable depending on experience]



Naarm/ Melbourne, VIC

- Support Kennell & Co Impact Consulting with administrative activities and artist management
- Produce resources and promotional material to support creative projects
- Support the CEO with artist management duties related to: career development and strategic planning, booking and negotiation, networking, creative direction, logistics, crisis management etc.
- Maintain an adequate understanding of the Australian contemporary music industry, particularly Aboriginal and Torres Strait Islanders in music
- Demonstrate a connection to the contemporary music community and a deep respect for First Nation creative and cultural practices
- Demonstrate sound cultural awareness (First Nations) and inclusive values
- Advocate for artists best interests and social change in Australian contemporary music

Kennell & Co

Kennell & Co is a privately owned company and a social enterprise, created and led by Zenadth Kes woman, Kerry Kennell. Kerry is a lawyer, facilitator, project leader, program developer and consultant, who leads with intention, and commits to engendering positive change for First Nations communities.

Kennell & Co provides business mentoring, program design and delivery, project leadership, artist management, business administration support to First Nations business owners and creatives, and is growing into the research and evaluation space.

Our Team

We are a small team with a big impact. Our CEO is supported by our Business Development & Operations Lead. Our existing Administrative Assistant provides support to the business broadly, from calendar management to production of marketing resources. Our Creative Consultant provides assistance to our engaged artists, and this role will provide support across all areas of the business, with particular focus on our creative support functions; liaising with artists.

Key Duties

As an Administrative Assistant you will be responsible for building and maintaining rapport with our clients, demonstrating high-level communication skills (written/verbal), and contributing to co-ordination and planning for artistic and professional stream projects.

- Communication: Handle emails, phone calls, IM's, respond to enquiries, maintain contact lists, forward messages etc.
- Document management: Store all physical and digital files appropriately
- Event planning: Assist with the planning and coordination of events such as shows, tours, promotional activities etc
- Research and reporting: Completing research on industry trends, market opportunities etc.
- Client engagement: Build and maintain strong working relationships with our clients, through a genuine desire to advocate for their best interests. Improving our clients working conditions and outcomes by advocating for improved standards in the music industry.
- Point of contact: Act as the point of contact for our clients and relative stakeholders, working independently within delegations and escalating as appropriate.
- Project work: Provide support to special projects, initiatives, campaigns and business endeavours, as they arise.

Eligibility

- Minimum experience: Minimum 5 years experience in an administrative role or similar
- Must have an understanding and respect for First Nations issues, cultural protocols, appropriate language.
- Tech proficiency: You will need to be proficient in the use of Microsoft Office suites, Outlook, Teams etc. You will need to be proficient, or have the capacity to independently learn how to use tools including Canva, Dropbox, Asana etc.
- High level written and verbal communication skills
- Organisational skills: Time management, calendar management, task prioritisation etc.
- Ability to work under pressure in a fast-paced environment
- Demonstrated understanding of confidentiality and privacy requirements when dealing with sensitive client information or sensitive circumstances
- Ability to work independently and in a team environment

* This role may require flexibility at times, including travel, night or weekend work etc. Any obligations outside of your regular working arrangements would be discussed and agreed on well in advance.

What do we offer you?

At Kennell & Co, our employees have access to flexible working conditions including remote-work/work-from-home, flexible hours, award-rate remuneration, a positive and compassionate team culture, opportunity for growth and professional and personal development.

We work with progressive like-minded people who have a shared vision of an authentically inclusive future, and we are looking for a team member who shares that vision.

Preferred Candidates

Aboriginal and Torres Strait Islander applicants are encouraged to apply.

We are committed to fostering a safe workplace for our LGBTQIA+ community, and we encourage people from this community to apply.

We encourage applications from all people who are motivated by the position description.

To apply please email hello@kennell.com.au with a 2 page resume and cover letter

(no more than 500 words)

In your cover letter please include:

- (a) your motivation to apply for this role;
- (b) your availability; and
- (c) your desired remuneration.

Closing Date: 17 May 2024

Contact

For more information about this position:

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