

RISING :

ROLE :	ADMIN ASSISTANT (HR & IT)
TERM :	PART-TIME/FULL-TIME, FIXED TERM UNTIL 7 JULY 2023
TEAM :	CORPORATE SERVICES
REPORTING TO :	HR MANAGER & EMPLOYEE SUPPORT
SALARY RANGE :	\$55,000 + SUPERANNUATION

RISING

[RISING](#) is a festival that you do, in a city that does it best: music, food, art and culture under moonlight in the heart of Naarm (Melbourne, Australia). A major cultural event for the Asia Pacific Region, the festival is created by a diverse team of local, national and international artists and curators. RISING's purpose is to reflect Melbourne's identity and amplify its art and artists. 2023 brings a moment to reflect and reckon with Australian identity, here and now. A break from business as usual and a chance to rave and revel in the grand and the granular.

The festival will also be engaged to run additional projects and will provide the required organisational resourcing and support to successfully deliver these projects. The next RISING is 07–18 June 2023. View the 2023 RISING program [here](#).

THE ROLE

Reporting to the HR Manager & Employee Support, the Admin Assistant is a key member of the Corporate Services team whose responsibilities include supporting RISING's employee onboarding, offboarding and supporting our Festival Systems Manager with the IT festival support.

You're a stickler for detail and accuracy with high standards and sound judgement, but you also recognise you work with human beings, so you're flexible, open and collaborative.

You are able to adapt to a fluctuating workload and a dynamic and demanding work environment. You're comfortable and experienced in handling confidential and sensitive information.

You understand the importance of a streamlined, well-supported IT environment so that your colleagues can work efficiently and don't hesitate to jump in and help where you can. You're confident and friendly when dealing with a range of different people and know that no problem is too big or small to be solved. You like to ask questions and are always looking for opportunities to improve systems and processes that will benefit your colleagues and your workplace.

DAY-TO-DAY, YOU WILL :

RECRUITMENT, CONTRACTS & STAFF ON-BOARDING

- Assist in coordinating internally managed recruitment processes and systems in line with HR policies, ensuring appropriate approvals
- Assist in recruitment and onboarding of casual team members
- Assist in the coordination and management of HR documentation and up-to-date records in the HR system
- Assist in coordinating a smooth end-to-end on-boarding and off-boarding experience for staff, independent contractors and volunteers

IT ADMINISTRATION

- In collaboration with the Office & HR Assistant, perform simple troubleshooting for IT issues with RISING employees before referring our external IT provider
- Assist RISING employees to report IT-related issues and faults to external IT provider via the IT ticketing portal and provide updates to organisation and staff where required
- Assist the Festival Systems Manager, external IT provider and Technical Services team to coordinate and deliver festival IT setups and monitor distribution, location and storage of all equipment
- Provide support with the organisational IT environment to the Festival Systems Manager.

RISING :

OTHER HR PROCESSES

- Support the Corporate Services team with administration, database management or other activities as appropriate
- Smooth running of staff amenities and office facilities including cleaning, security, utilities, stationery and consumables, and discrete office facilities improvements
- Assisting with customer service as needed and within the scope of the role
- Coordination of staff well-being, accessibility and culture initiatives
- Perform related duties as assigned, within your scope of practice

SKILLS YOU'LL NEED :

- Experience in administration duties, office systems and evidence of continuous improvement attitude
- Competent IT skills and a demonstrated capacity to troubleshoot and communicate effectively in relation to IT issues
- Meticulous attention-to-detail and good working knowledge of Microsoft programs, including SharePoint and Word
- Demonstrated capacity to manage multiple and competing tasks in a fast-paced environment and effectively plan and meet deadlines
- Proven ability to develop effective, collaborative working relationships with internal and external stakeholders at all levels and deliver a high level of service
- Previous HR experience, admin use of Deputy and Monday.com will be highly valued

LOCATION

RISING supports flexible working arrangements for staff and a hybrid office/WFH model is currently in place. The RISING office is situated at Level 2, 377 Lonsdale Street, Melbourne.

ACCESS

RISING is a festival aspiring to be a cultural leader in inclusion and accessibility. We want our organisation and program to be a true reflection of our city representing people with a variety of skillsets and life experiences, cultures and backgrounds. We encourage applications from First Nations people, those who are from culturally and linguistically diverse backgrounds, people who are LGBTQIA+, Neurodivergent people, people who have a disability and/or who are d/Deaf.

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Friday, between 9AM–5PM. We are only able to respond to accessibility enquiries at this number, for all other queries please email jobs@rising.melbourne.