



AUSTRALIAN SCREEN DIRECTORS AUTHORSHIP COLLECTING SOCIETY

Position: Administration and Research Assistant

Term: Full time

Reporting to: Executive Officer / CEO

Start date: ASAP

End date: 1 year from commencement (with view to extend)

Salary range: \$48 000 - \$50 000 + 9.5% Superannuation

Summary

The Research and Administration Assistant provides assistance with answering queries, general office tasks, the annual distribution pay out and registration of works.

The office is centrally located in Ultimo and work hours are Monday to Friday between 9am – 5.00pm.

Primary responsibilities

- Provide administrative support including but not limited to: processing forms, filing, scanning, photocopying and members mail outs.
- Promptly answer ASDACS email and telephone member queries as required.
- Research, verify and update production credit and members details within ASDACS database.
- Assist with board meetings including preparation of board papers, minutes and catering.
- Assist with the ASDACS annual distribution payout including reconciliation, bank payments and processing warranty forms.
- Assist with international and domestic registrations, verifying Australian production titles / directors, identifying duplicates and compiling data sheets.
- Monitor new Australian productions and help identify potential members / new titles.
- Assist with the enews and web based uploads.

Essential criteria

- Excellent oral and written communication skills.
- Excellent attention to detail with an ability to work methodically and accurately.
- Strong organisational and time management skills, including a demonstrated ability to manage multiple priorities and meet deadlines.
- Ability to work autonomously with limited supervision and work co-operatively as part of a small team.

- Knowledge or experience with computer applications including email, MS Office (Word, Excel) and database programs.

Desirable criteria

- Knowledge of the Australian Film and Television industry.

Interested applicants are invited to submit a resume and cover letter outlining your experience and skills against the job criteria to: deb.jackson@asdacs.com.au by **5pm 21 January 2018**.

If you would like to discuss this position further, please contact Deb Jackson on email: deb.jackson@asdacs.com.au or Ph: 02 9555 7042.