

## ABOUT THE ASE

The Australian Screen Editors' Guild (ASE) is the peak body representing Editors, Assistant Editors, and Post Production Professionals in Australia. For nearly 30 years, we have been advocating for Editors' rights and visibility.

We recognise and celebrate excellence in screen editing through awards, mentoring, and accreditation. We champion professional standards, conditions, and remuneration for Editors and Post Production Workers.

We are committed to building a community and culture based on respect and value of all creative voices; who work to advance each other; and who are welcoming and inclusive.

The two key missions for the ASE are (1) Industrial Advocacy and (2) creating Access and Opportunity for Editors and post-production professionals.

The ASE achieves outcomes in these areas through:

- Promoting a deeper understanding of the art of editing and post-production.
- Asserting the value of editing and post-production to all successful screen work.
- Advocating on behalf of Editors and post-production professionals to achieve better industrial outcomes in remuneration and conditions.
- Paving reliable ongoing career pathways through mentorship, and by creating access and opportunity.
- Building screen industry capacity by providing up to date technical training and by supporting the career progression of emerging and early career editors with ASE initiatives such as First Cut.

## ABOUT THE ROLE

The ASE Administrator role is a remote and flexible part-time (20 hours per week) position. The administrator oversees all ASE activities and personnel to ensure all activities and communications are aligned to the ASE ethics, goals and values. The administrator manages the day-to-day operations, implements business strategies, evaluates project efficiency and ensures the ASE can meet its financial obligations, including overseeing ASE events and running the annual ASE Awards alongside the Event Producer. The Administrator also ensures the ASE complies with all relevant Australian legislation.

The Executive Committee is the national governing body of the ASE. The administrator reports directly to the ASE leadership team of four office bearers from the Executive Committee, and also reports to the committee at its monthly meetings.

## RESPONSIBILITIES

The ASE Administrator:

- Is the first point of contact for members.
- Manages all membership subscription enquiries.
- Builds and maintains communications with members, the Executive Committee, State Branch Committees, sponsors, partners, industry contacts and other stakeholders nationwide.
- Oversees preparation of the agenda for Executive Committee meetings, based on agenda items provided by the Executive Committee members.
- Sets and modifies the annual calendar to include all ASE programs and activities.
- Oversees the membership system and maintains the member database.
- Works with the sponsorship Sub-Committee to manage partnerships and sponsorships including sourcing new partners and sponsors as needed.
- Devises and implements a marketing strategy to increase and maintain membership alongside the ASE Newsletter and socials teams.
- Assesses current program and project resources and implements any logistical or financial improvements.
- Works with the Treasurer to implement yearly budgets, including preparing a projected budget for the financial year ahead, and identifying cost saving measures and other financial arrangements to strengthen ASE finances.
- Manages the security of the ASE and protects the Guild against fraud and misconduct.
- Arranges and schedules regular Committee meetings (including the Annual General Meeting), and associated materials (such as agendas, past minutes and reports) as required
- Facilitates nominations to the Executive Committee and appointment processes
- Is across all committee activities and supports committees as required
- Oversees the day-to-day financial, accounting and transactional matters of the Guild, in conjunction with the Treasurer and the guild accountant following the legal requirements for this type of organisation.
- Liaises with the bookkeeper for the preparation of monthly financial reports
- Liaises with the Treasurer, bookkeeper and Accountant to produce annual financial reports for the Board, and ensure the Guild meets any taxation or other financial obligations.
- Replies to emails or website enquiries within a timely manner.
- Oversees maintenance of the ASE website and social media in collaboration with the appropriate Committee members [may be friends of Committee ... so insert "or member volunteers"] assigned to these roles
- Oversees marketing and processing of entries to the Ellie Awards
- In collaboration with the President, organises Awards judging panels and oversees the judging process
- Proofreads awards publicity materials, nominee lists, Awards program and Awards slideshow

- Liaises with sponsors with naming rights to Awards category re complementary Awards tickets and presenting role.
- In collaboration with the President, organises the confidential Accreditation application process, including assisting with organising the Accreditation judging panel, sending out applicant materials and collating the judging panel's decisions and feedback.
- In collaboration with the President, works with successful accreditees to supply materials for the Awards night and ensure the results remain confidential until the announcement at the annual Ellie Awards.

## SELECTION CRITERIA

1. Experience in relationship management/stakeholder management and works well in a team environment.
2. Exceptional written and verbal communication skills.
3. High level problem solving, decision-making, time management/prioritising/organisational skills and the ability to use initiative and work autonomously while also showing good judgement about when to refer a matter for advice to the leadership team.
4. Proven proficiency/experience in Microsoft Office, financial management software such as MYOB, database management software Mailchimp and WordPress.
5. Ability to generate new ideas and identify new ways of doing things; reflects on experience and is open to new ways to improve operations.
6. Self-directed and able to work productively with minimal supervision.

## DESIRABLE

- Experience working with or for a Not-For-Profit, Arts or membership-based organisation.
- Marketing and/or Social Media Experience.
- Graphic Design Skills.
- Event management experience.
- An understanding and appreciation of the film industry, the post-production process and screen funding models will be looked upon favourably.

## REMUNERATION

- This is a 20 hour a week position, plus holidays and superannuation
- Rate: \$760 per week
- Superannuation – 11.5%
- Holidays – 4 weeks Annually (60 hours) The ASE office closes for 3 weeks from Christmas Eve. The timing of the remaining leave to be negotiated.
- Additional hours may be required at peak periods, including in the lead up to the annual awards, at the approval of the Executive Committee. The additional hours will be paid at a rate of \$38 p/h + super.

## CONDITIONS

- The ASE Administrator role is a remote position, communicating with the leadership team, the Executive Committee members and the membership via email and telephone.
- The ASE Administrator will be provided a laptop and must be available to attend the monthly online evening meetings held on the first Tuesday of every month from 7pm to approximately 9:00pm (except for January).
- The ASE Administrator may be required to do minimal travel to the ASE Awards and other meetings as required.
- Hot desk available at Potts Point Sydney, however a Sydney applicant is not essential.

## HOW TO APPLY

Please submit your CV and an application letter addressing the selection criteria and any other relevant experience. You will also need two phone referees (please include their position, relationship to you, email address and phone number). Email your application letter and CV to: [office@screeneditors.com.au](mailto:office@screeneditors.com.au)

**We encourage people from all backgrounds to apply.**