



Governance Coordinator

ACMI is the national museum of film, television, videogames, digital culture and art. Exploring the rapid evolution and astonishing creativity of the moving image, ACMI is the most successful museum of its kind in the world attracting 1.5 million visitors each year to its Federation Square site, and 450,000 to its national and international touring programs.

The museum is currently closed, as we deliver a visionary \$40m redevelopment that will transform the institution, overhauling our permanent exhibition. ACMI's Federation Square site is planned for re-launch in mid-2020.

We have an exciting role within our Governance Team for an experienced and proactive Governance Coordinator. This role provides support to the Governance Advisor, the Head of Finance & Governance and the Board, to prepare, compile and distribute agenda papers for Board meetings, Planning Committee meetings, Audit Committee meetings, Special Committee meetings. Also, this role will play a pivotal role in coordinating and providing end-to-end administrative support to the Governance team.

To be successful, you must have experience in the administration of governance related policy and procedures and be able to demonstrate excellent interpersonal, diplomatic, communication and influencing skills. You are likely to have gained your experience in a similar organisation and have the ability to work with tight deadlines in a high pressure yet fun environment.

If successful, you can expect to become part of a talented, committed and creative team of people with a passion for film and digital art. This Grade 3 role is offered on a full time, limited duration basis until 30 June 2021 with the potential to extend or become ongoing. It has a starting salary of \$68,884 salary plus Super and is an opportunity to further your career in a fast paced, innovative and collaborative environment.

ACMI is in an organisation where our visitor experience and our ability to work as a team are critical to our success.

To apply for this great opportunity, click '**Apply**' button below and follow the online application process. Applications should address the Key Selection Criteria within the position description and be submitted together with a brief resume.

Applications close: 16th March 2020 at 11.59 pm

Please note interviews will be held: **30th March 2020**

For further information on this role, please refer to the position description listed on the employment section of our website www.acmi.net.au.

ACMI is a child safe workplace and actively promotes the safety, wellbeing and inclusion of all children from all backgrounds. ACMI is an equal opportunity employer, committed to building an inclusive workplace that supports diverse thinking and innovation. ACMI encourages applications from First Nations People, people of culturally diverse backgrounds, people with disabilities, and people from the LGBTIQ+ community. If you need assistance or an accommodation due to a disability, please contact us at recruitment@acmi.net.au or 03 8663 2200.

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**