Embroiderers Guild NSW

Guild Administrator – Job share

- Permanent part-time position
- 22.5 hours per week, 8.30 – 4.00 including 30 minutes lunch break
- Suburban location, close to Concord West railway station
- This position falls within the Clerks Private Sector award and is a level 3 -4 position at $31.11 - $32.67 per hour together with relevant award entitlements and superannuation.

We are looking for an Administrator for our small not-for-profit organization. The Guild is a membership organisation for anyone and everyone who loves textile and fibre arts. We have a strong emphasis on teaching and learning, collecting and exhibiting stitched textiles. We have around 900 members, from beginner stitchers to experienced artists, and over 36 member groups across NSW. The Guild Administrator is the face of the Guild and is central to its day-to-day operation and administration. Reporting to the Management Committee, the GA works collaboratively with the President, the Management Committee and volunteers to drive the growth of the Guild.

RESPONSIBILITIES

- Maintain an overview of the Guild's current Strategic Plan and Business Plan and focus efforts on attainment of Guild objectives
- Promote the benefits of Guild membership to non-members, and work to maximise enrolments in Guild education offerings to both members and non-members
- Support and manage Guild compliance with legislative and regulatory requirements and work to minimise the Guild's risk exposure
- Recruit, train and manage volunteer cohort
- Oversee Reception, welcoming of visitors and members and shop and gallery sales
- Maintain financial records, including checking accounts and invoices, receiving and receipting payments, undertaking banking and managing floats
- Respond to member requests for information and assistance, supporting them to access Guild services and resources
- Maintain membership database
- Facilitate payment of members' annual subscriptions
- Maintain database of Guild groups, liaise with group convenors and assist the Management Committee in preparing for Convenors' meetings

- Maintain a current Senior First Aid Certificate and ensure that first aid kits and defibrillator are maintained
- Manage preparation for Guild workshops, meetings and events
- Manage web-based and offline calendars
- Prepare monthly operations report for Management Committee and take minutes at the meetings
- Facilitate preparations for AGM
- Administer contracts for maintenance of Guild premises
- Maintain comprehensive Operations Manual
- Assist Public Officer and Treasurer

This is a job share position for three days a week, one day being a common working day for both persons performing this role. Hours to be worked are 8.30am to 4.00pm, with 30 minutes for lunch. Occasionally, you may be asked to work out of hours; arrangements for time off in lieu will be negotiated on a case-by-case basis.

SKILLS, EXPERIENCE AND ATTRIBUTES

Essential:

- Ability to recruit, train and manage volunteers
- Strong interpersonal and communication skills with a capacity for diplomacy and discretion
- Advanced Microsoft Office, MYOB and Adobe InDesign skills and a willingness to learn how to undertake tasks associated with website updating
- Ability to work in a vibrant environment with limited support and an ability to prioritise and manage multiple tasks and deal appropriately with distraction
- Strong organisational skills and attention to detail
- Current senior first aid certificate and /or willingness to obtain one when commence employment
- Current Working with Children Check

Desirable:

- Certificate IV in Business Administration or equivalent qualification
- An interest in embroidery or other textile arts, or a desire to work in the arts sector

Applications close at 4.00 pm on 23 November 2026. The Guild reserves the right to close applications earlier or to extend the advertising period beyond this date.

If you are interested in this role, there are two steps involved in making an application (1) please fill in this electronic form and (2) also email your resume together with a covering letter (as one PDF) detailing how you demonstrate the required skills, experience and attributes to president@embroiderersguildnsw.org.au or call Judith Burns (0409 300 572) for further information. The complete Position Description is available on request.