



Job Description – Information Centre Coordinator

Position Title	Information Centre Coordinator
Job Summary and purpose	To manage the day-to-day operations of the Information Centre, including the volunteers, to manage the bookings for the Arts Junction.
Report to	Katikati Promotions Manager
Important functional relationships	Katch Katikati Chair and Committee Katch Katikati Staff Information Centre Staff Users of the Arts Junction Facility
Key Objectives	Manage the day-to-day operations of the Information Centre Process the takings from the Arts Junction Manage the bookings for the Arts Junction as a venue
Duties and responsibilities	Cover shifts at the Information Centre including weekends as required Manage the volunteers Circulate a weekly newsletter to volunteers and staff Manage the stats, brochures, printed stock Input daily sales and process the daily takings Database management Manage bookings for the Arts Junction facility which may include afterhours shifts Other activities as directed by the Katikati Promotion Manager or the Katch Katikati Committee
Specifications of the role	Up to 25 hours per week Part time contract Hours Monday to Friday 8.30am – 12.30pm however some hours will include weekends and evenings at times.