



INDIGENOUS OPPORTUNITY- PORTFOLIO ASSISTANT, ARTS & CULTURE

Minderoo Foundation is a modern philanthropic organisation. We take on tough, persistent issues with the potential to drive massive change. We incubate ideas and accelerate impact. We push the limits of what is believed possible. Minderoo Foundation is independent, forward thinking and seeks effective, scalable solutions. We are proudly Australian, and one of Asia's largest philanthropies, with AUD \$2 billion committed to a range of global initiatives. Our team comprises over 100` employees across seven locations.

Our **Building Community** initiative seeks to empower people to identify their own solutions and drive sustainable social change. Working across our arts, culture, community, and environment portfolios, we develop partnerships with organisations that are not afraid to try new things. Since Minderoo Foundation was established, we have supported over 300 partners in Australia and internationally.

The **Arts & Culture** portfolio aims to create an accessible, vibrant, sustainable WA arts community, by increasing access to world-class arts experiences and opportunities for artists.

About the role

Minderoo Foundation seeks an enthusiastic individual to join the growing Arts & Culture team. Working closely with our small but dedicated team across a variety of diverse initiatives, this position will help provide administrative and partnership support across many projects and artforms.

As a Portfolio Assistant you will be responsible for:

- Administrative, logistical and program support to the Arts & Culture team.
- Supporting the Partnership Manager and Project Manager on delivery and planning of various projects.
- Liaising and communicating with portfolio partners and collaborators.
- Communicating portfolio projects and priorities internally and externally.
- Assisting with partner and project reports
- Assisting with events and workshops
- Other portfolio duties as required

About you

This role is only open to Aboriginal and Torres Strait Islander people.

We are an Equal Opportunity employer, and this position will only be open to Aboriginal or Torres Strait Islander applicants. The filling of this position is intended to constitute a special



measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 51 of the Equal Opportunity Act 1984 (WA)

To be successful in this role you will have a passion for arts & culture y and will preferably have previous experience working in a not for profit environment. You will have good communication skills with the ability to work autonomously. Above all, you thrive in a fast-paced environment where no day is similar!

Next Steps

Please attach your resume and a short paragraph highlighting your relevant expertise. If you have questions, please contact Rupali at rvoid@tattarang.com

Please Note: Applications close on 24/01/2021