

BOUDDI FOUNDATION FOR THE ARTS

Administrative Support Role

Work from home • Bouddi Peninsula / Central Coast • Part-time, school-hours friendly

- ✓ **2 days per week equivalent — spread flexibly across the week to suit**
- ✓ **10 months per year**
- ✓ **100% work from home — no commute, no childcare headaches**
- ✓ **Meaningful work supporting young artists in your own community**

About the Foundation

The Bouddi Foundation for the Arts (BFA) is a well-established Central Coast institution, founded in 2011 and dedicated to discovering, nurturing and supporting young artists across the region. Founded by celebrated theatre director John Bell — who continues as Chair and lead Patron — the Foundation awards grants and scholarships to talented young creatives spanning music, visual arts, theatre, dance and beyond.

The Bouddi Foundation for the Arts is the gift fund of The Bouddi Society Inc. ABN 32 280 095 846 and is a registered charity with the ACNC.

This is a paid independent contract role where your work genuinely matters. Every task you complete helps get funding into the hands of the next generation of Australian artists.

See our website for more information: <https://www.bouddiarts.org.au/>

The Opportunity

We're looking for an organised and digitally confident person to join our small, committed team of volunteers as paid Administrative Support to manage our applications and grants process (culminating in November) and our donor communications. This is an independent contractor role and an ideal project for a stay-at-home parent on the Bouddi Peninsula or nearby Central Coast who wants meaningful, flexible work that fits around family life. You will need your own ABN and will be paid a fixed agreed sum to perform the work required. Note that you will need to report and pay your own tax as a result.

The role follows the Foundation's annual grants cycle, running from March through to November, with the pace varying across the year — busy during application and audition periods, quieter at other times. Hours can be shaped around your schedule in order to achieve the outcomes needed.

What You'll Do

Your work will touch every part of the Foundation's operations, giving you variety and genuine ownership of your contribution:

- Manage and collate grant applications using Jotform, Google Drive and Excel
- Ensure that applicants and grantees complete all required paperwork
- Help plan and coordinate auditions, donor events, alumni gatherings and award presentations

- Maintain warm, professional communication with grant applicants, recipients and supporters
- Keep the Foundation's website fresh and databases up to date
- Promote BFA activities across social media (Facebook, Instagram, TikTok, YouTube) and local networks
- Manage content for social media and community outreach
- Support donor development and the major gifts program
- Assist with grant acquittals, compliance records and reporting to Foundation committee
- Liaise with adjudicators and other stakeholders around assessment processes

What We're Looking For

You don't need a formal arts background — but you do need to care about community and be comfortable with technology. The ideal person will have:

- Strong written and verbal communication — warm, clear and professional
- Comfortable day-to-day use of Microsoft Word, Excel and email
- Confidence on social media platforms — or enthusiasm to get up to speed
- A 'can do' attitude and willingness to learn new tools (we'll provide training where needed)
- Good organisational instincts and an eye for detail
- Genuine interest in the arts and your local community

Experience with any of the following is a real advantage — but not a dealbreaker:

- Google Workspace (Docs, Sheets, Drive)
- Mailchimp or other email marketing platforms
- Jotform or similar online form tools
- Mail merge (Word or Gmail)
- Weebly or other website platforms
- Database management

Location & Reporting

The role is entirely home-based. We'd love someone who lives on the Bouddi Peninsula — Wagstaffe, Killcare, Pretty Beach, McMasters Beach or surrounds — or elsewhere on the Central Coast. You'll report directly to BFA Chair John Bell and work alongside a dedicated, all-volunteer Board — a group of passionate community members who give their time freely because they believe in what the Foundation does.

How to Apply

To express your interest, please send a brief note about yourself and why this role appeals to you, along with a current CV, to:

Jenni Bouchier
Bouddi Foundation for the Arts
jennibouchier@outlook.com

We look forward to hearing from you.