



ILA is Adelaide's centre for immersive light and art, a venue for the celebration and appreciation of immersive experiences in a space where creativity, technology and hospitality blend to deliver breathtaking and innovative new experiences.

Like magnets we bring people together to tell, share and experience stories, creating a community that empowers artists and strengthens the cultural fabric of our communities. Located on Light Square amongst Adelaide West End's creative quarter, our multifaceted institution is home to a number of unique spaces hidden behind our 150-year-old heritage façade. Profits generated through ILA's events, hospitality and immersive technologies are invested back to support our mission to create opportunities for artists.

About the role:

The Project & Administrative Officer is a full-time role to help the CEO to deliver organisational projects efficiently and within timeframes, and manage various administrative tasks.

Responsibilities include:

- Assisting with the research, development and delivery of new tourism flagship programs to ensure the successful completion of activities on time and within budget.
- Assisting in the delivery of key Research and Development activities
- Operational oversight of tourism programs and products, to maximise the visitor experience.
- Coordinating with the Marketing Manager to implement promotional campaigns.
- Researching and monitoring available grants and prepare and coordinate relevant grant applications, including overseeing submissions and acquittals.
- Administrative duties by providing direct assistance to the CEO.
- Working collaboratively with the executive management team.

About you:

We are looking for candidates wanting to join a growing organisation that offers enormous opportunities for career enhancement and mentorship. The successful candidate will have a start-up mindset; able to identify improvements and get things done, and thrive in a fast-paced environment. You will have:

- An ability to plan and undertake tasks and projects in a logical and sequential manner.
- Excellent interpersonal skills, with the ability to build relationships and establish rapport across various areas of the organisation.
- Exceptional communication and reporting skills.
- Excellent time management, planning and organisational skills with the ability to prioritise and meet deadlines.
- A professional image at all times.
- An understanding of the importance of confidentiality.
- Marketing experience would be highly beneficial.
- Experience in the arts or tourism industry would be well regarded.

What we offer:

At ILA we believe in a culture that embodies our core values of growth mindset, open communication, respect, professionalism and support, leading by example and integrity. Well-being is important to us, and we offer:

- a friendly, fun environment
- staff discounts in our bars and Aurora Restaurant
- free tickets to performances throughout the venue.

How to apply:

Ready to embark on this exciting journey with ILA? Please email your resume and cover letter summarising your suitability at this link: <https://143q9jo6lc1.typeform.com/to/ilm37zrf>
Applications will be assessed as soon as they are received so we encourage you to apply early.

If you have any queries:

Please contact Antoinette Tyson, General Manager at atyson@immersivelightandart.com.au.

More information about ILA: <https://immersivelightandart.com.au/>