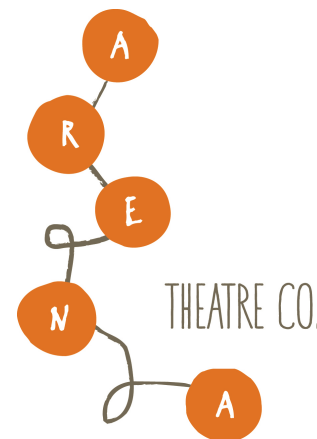


Arena Theatre Company
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ABN. 95004952505



Administration Coordinator

ARENA THEATRE COMPANY

POSITION DESCRIPTION

Title: Administration Coordinator

Position summary: Arena Theatre Company has been a leading company making theatre for children and young people for over 50 years. Recently we relocated to Bendigo to make our home as the resident company at The Engine Room on View St.

Our Artistic Director and Executive Director have relocated to Bendigo and we are now seeking an experienced Administrator to join our small team and help us to set up and run our office here at The Engine Room, View Street, Bendigo. Your keen eye for detail and mastery of systems will be crucial as we set up our new operations. Join us in making Arena a leader in the Bendigo Region's arts and cultural industries.

Position type: Part time (0.6FTE), ongoing

Salary: \$30,052 (FTE \$50,087), based on Live Performance Award Level 7, plus 9.5% superannuation

Usual hours of work: Monday to Friday, 9.30am to 2pm

Accountability: The Administration Coordinator reports to the Executive Director.

Other: 4 weeks' annual leave (pro rata)
Statutory Parental Leave
Access to attend Arena's shows for you and your family

DUTIES & RESPONSIBILITIES:

Administration

- Coordinate the smooth running of the office, ensuring that systems are in place and that day-to-day administrative tasks are carried out, including electronic and physical filing, archiving, monitoring supplies, stationery and office equipment.
- Maintain the Company's equipment register and undertake regular audit and maintenance procedures.
- Maintain and troubleshoot IT including backup.
- Maintain and troubleshoot the Arena database.
- Undertake day-to-day financial duties, including banking, petty cash records, and data entry.
- Provide support for the collation and distribution of Board and Committee papers and similar materials.
- Assist in the collection of company statistics for annual reporting and evaluation cycles.

- Oversee the company's archive: collect materials, sort materials into yearly folders, and investigate long term solution for housing archive.
- Other administrative duties as required from time to time by the Executive Director.

Program Coordination

- Liaise with schools to coordinate and schedule Arena's school's engagement program
- Liaise with Capital Venues staff on administration and rehearsal space scheduling
- Provide key liaison for artists and production personnel
- Assist the Executive Director in the supervision of volunteers, work placement and work experience students.
- Responsible for company logistics such as itineraries, accommodation & travel schedules.
- Other program related duties as required from time to time by the Executive Director.

KEY SELECTION CRITERIA

The Administrative Coordinator must demonstrate:

1. Experience in a similar administrative role
2. Highly developed attention to detail
3. Experience in developing systems and processes
4. A passion for the arts, particularly theatre for young people

CONTACT

Please email a copy of your CV and a covering letter which outlines your experience to date and addresses the key selection criteria to info@arenatheatre.com.au

Applications close 5pm on Friday 20th April 2018.