



## POSITION DESCRIPTION

### **ADMINISTRATION & COMMUNICATIONS COORDINATOR (0.8FTE) (Maternity Leave Position)**

#### **POSITION SUMMARY**

The Communications & Admin Coordinator is a full-time position coordinating the day-to-day communications activities of the Company and providing administrative support, enabling the smooth operations of a small and busy office. In addition, the Coordinator assists the Executive Director with special projects as required.

The position is expected to work closely with the Executive Director and Associate Producer, and as required with the Artistic Director. The position reports directly to the Executive Director.

#### **ABOUT ARENA THEATRE COMPANY**

Arena Theatre Company creates inspiring live performances that have a genuine engagement with young people. Over the Company's 50 year history it has sustained an international reputation for excellence as a theatre maker driven by the complex range of experiences encountered by young people in today's world.

Each year, Arena presents a range of new work including world premieres, tours of works in repertoire, creative development projects, and other models such as residencies and works-in-progress. A small team of core staff works with a range of contract artists, performers and production personnel to realise work of the highest standard.

Arena's office and rehearsal space is based in Bendigo, with the Company's work presented at a range of venues locally, nationally and internationally. Arena has a small core staff team of five personnel and is governed by a Board of nine Directors. The Artistic Director and Executive Director are the Company's Co-Executive Officers.

#### **OUR WORKPLACE**

Like many key organisations, we achieve huge things with a small core team. Our headquarters is a busy hub of activity and this role is crucial in providing an anchor – reliability, autonomy and self-organisation are a must. As the first point of contact for artists, contractors and the general public we need someone with a great sense of humour, considerate disposition and ability to think quickly on their feet. As for us, you can expect great conversation about art and ideas, the opportunity to grow professionally and expand your networks, and a friendly and flexible working environment.

#### **DUTIES AND RESPONSIBILITIES**

##### **Communications**

- Assist the Executive Director in the development and implementation of the Company's Communications Plan, including the following:

- Proactively seeking opportunities to profile the company locally, nationally and internationally.
- Facilitating the delivery of Arena's online communications across our social media channels, developing online communities of interest.
- Maintaining the Company's web presence including own website, external listings, and eNews communications.
- Development and maintenance of Company database/s.
- Production & coordination of Arena's publications including annual report, business plan, direct mail material and other documents as required.
- Key liaison with Arena's graphic designers including timely delivery of materials and copy required for design work.
- Liaison with Arena's publicist including timely delivery of information required for development of publicity materials and schedules.
- Implementation of marketing strategies and timelines to reach identified markets.
- Take leading role in coordinating communications events such as opening nights, stakeholder events, work-in-progress showings, etc.
- Collating and analysing statistics and feedback on communications activities, contributing to ongoing improvement of the Company's operations.

#### Administration

- Key liaison for artists and production personnel, making contract employees welcome and supported.
- Coordinate the smooth running of the office, ensuring that systems are in place and that day-to-day administrative tasks are carried out.
- Develop and implement a range of administrative systems which ease the delivery and accuracy of the company's annual program including electronic and physical filing, archiving, supplies and stationery and office equipment.
- Maintain and troubleshoot IT, including cloud server.
- Contribute to the development of clear policies and procedures around all activities.
- Coordinate audience feedback and audience research projects.
- Responsible for the supervision of volunteers, work placement and work experience students.
- Ensure OH&S standards are met in all activities
- Responsible for company logistics such as itineraries, accommodation & travel schedules.
- Attend and take minutes of project planning and evaluation meetings.
- Coordinate collection of company statistics for annual reporting and evaluation cycles.
- Research potential funding sources including government & non-government agencies, corporate supporters and philanthropic trusts.
- Assist with preparation of funding applications as required.
- Responsible for general finances including banking and petty cash.
- Oversee the management of the Arena offices, rehearsal space and affiliated sites, ensuring that the premises and property are secured, maintained and effectively managed.
- Taking minutes at Board meetings and preparation of Board minutes and notices.

- Oversee the company's archive: collect materials, sort materials into yearly folders and manage archive storage.
- Participate in planning via company and staff meetings, and strategic planning reviews.
- Other duties as requested by Executive Director, Associate Producer or Artistic Director.

### KEY SELECTION CRITERIA

1. Demonstrated experience in an arts or cultural organisation, preferably in a communications or administration role.
2. High-level oral, written and interpersonal communication skills.
3. Ability to coordinate a variety of competing priorities and projects simultaneously with a strong attention to detail.
4. Ability to work autonomously and contribute to a busy team environment, with a proactive approach to duties.
5. Highly developed computer literacy including a thorough understanding of web, standard software programs and social media.
6. Knowledge, interest and passion for the arts.

To apply, please forward a cover letter addressing the key selection criteria and a cover letter to [info@arenatheatre.com.au](mailto:info@arenatheatre.com.au).

Closing date: 24<sup>th</sup> May 2019.

For any questions, please email [info@arenatheatre.com.au](mailto:info@arenatheatre.com.au).