

# Company Administrator

## Job Information Pack

### Overview

<b>Role:</b>	Company Administrator
<b>Contract:</b>	Three days a week Permanent contract
<b>Remuneration:</b>	\$36,000 - \$40,000 per year (pro rata) plus superannuation, with an opportunity to increase the annual salary in 2016.
<b>Reporting to:</b>	General Manager
<b>Closing date:</b>	<b>Monday 15th December 2014, 10.00am</b> Please send a CV (3 pages maximum), a letter stating why you wish to pursue a career in Arts Administration that also outlines any relevant experience and two referees to Melissa Messulam, General Manager at <a href="mailto:gm@pyt.com.au">gm@pyt.com.au</a> .
<b>Enquiries to:</b>	Melissa Messulam, <a href="mailto:gm@pyt.com.au">gm@pyt.com.au</a>
<b>Website:</b>	<a href="http://www.pyt.com.au">www.pyt.com.au</a>

---

### About PYT

Located in Fairfield, Western Sydney, Powerhouse Youth Theatre (**PYT**) produces high quality performances, workshops and arts based programs. The company produces artistic outcomes in response to and in collaboration with the local community. We work with young people aged 14-25 and their communities in ways that amplify their voices and experiences; that develop their artistic skills; that are creatively courageous and experimental; and that actively create pathways to careers in the arts for participants.

The company receives triennial funding from both the Australia Council and Arts NSW. PYT has a strong network of partners and supporters. We are working actively to deepen and to diversify the support that PYT enjoys from the philanthropic and private sectors.

PYT was established in 1987 in response to a strong demand for local and accessible youth arts opportunities. Since then, PYT has provided contemporary community-based arts and theatre projects with young people living in Western Sydney. PYT works primarily with young people (under 25 years) and professional artists. PYT enables young people to creatively engage the wider community with stories and experience unique to this region.

PYT ensures that its programs are accessible to all young people regardless of cultural, social or economic background. The company has a proven track record of producing work that enriches the region's awareness and understanding of itself, by promoting tolerance, respect, and cross-cultural collaboration.

PYT is the only full-time funded youth theatre in the Western Sydney region. The company has

developed a strong reputation for providing high quality performance projects and workshops for young people.

## Role

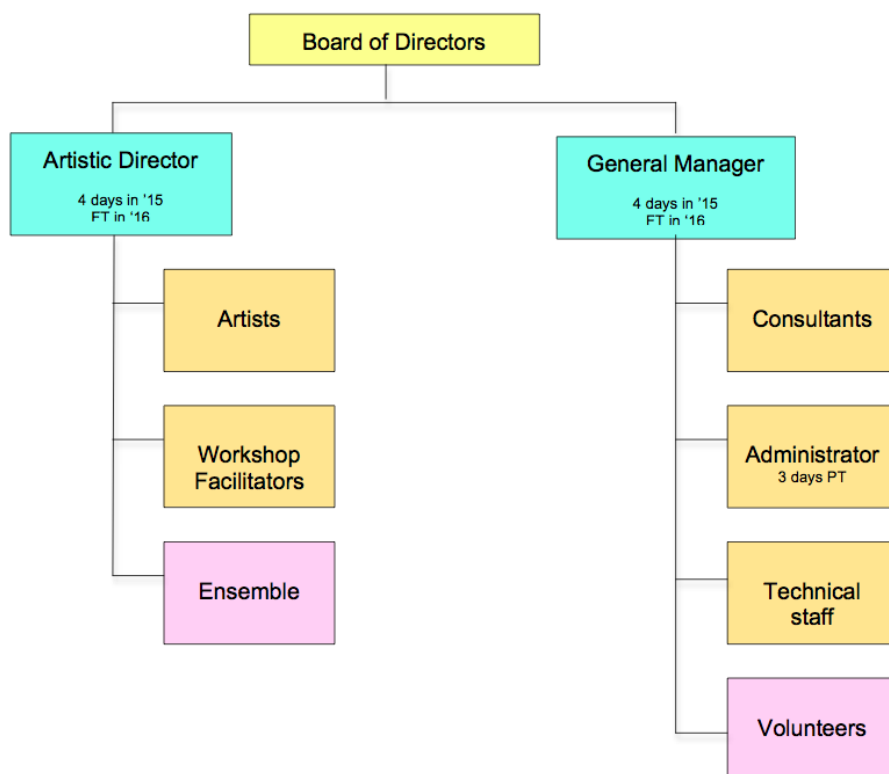
The Company Administrator is a new role that is a fantastic opportunity for a candidate who wishes to pursue a career in the area of arts administration, arts management and producing. We see this as a brilliant opportunity for someone to develop skills as an Arts Administrator, as it is a role that provides a first step on the ladder of this career path. The role will see the successful candidate working to support the company in its day-to-day activities and will experience first hand how theatre performances and arts programs are developed and produced. The Company Administrator will be joining a small, friendly, dynamic team based in the heart of Fairfield.

Over the next few years the company has an exciting number of new works and initiatives in development that the Company Administrator will help support. The Company Administrator will also help organise events and schedules for PYT's ensemble. The ensemble is a group of young people who work artistically with the company. Please note this job is an administration and business opportunity, it will not lead to performing opportunities with the company.

The Company Administrator will be provided guidance by the General Manager and will receive training where necessary to carry out the duties.

---

## Organisational Structure



FT – Full time, PT – Part time

## **Job Description and Responsibilities**

### **Office**

- Manage the day-to-day efficient running of the PYT office, including taking incoming calls, collecting and distributing mail, responding to general enquiries via phone, mail or e-mail and by assisting visitors.
- Provide initial responses to young people and community members whom approach the company regarding the company's activities.
- Maintain office supplies, such as stationary and sundries
- Maintain office systems (including filing system) and initiate new procedures or systems where necessary to achieve optimal operational efficiency
- Create and maintain PYT's annual activity calendar
- Ensure that the office is a pleasant, clean and tidy work environment
- Update and maintain the PYT databases as required
- Arrange meetings as requested by the GM or AD
- Assist the GM in the preparation and distribution of board papers
- Participate in meetings, staff development sessions and strategic planning days as required
- Manage tasks that are delegated by the GM and AD

### **Venue Management**

- Maintain, update and manage the venue hire booking system
- Manage venue hires including issuing hire contracts, providing fee information, arranging hire dates and times, dealing with enquiries, managing hirers expectations, ensuring the space is clean and tidy for incoming hirers and after hirers vacate the space
- Schedule and facilitate venue inspections with potential hirers, Fairfield Council staff or others who request to see the space.
- Ensure that all technical project staff are familiar with the venue and its capabilities
- Schedule and facilitate technical personnel and manage their time sheets
- Assist with the coordination of front-of-house requirements during a PYT show in the venue.

### **Project Management**

- Provide administrative support to the General Manager on the management of projects and tours
- Communicate with Ensemble members on Ensemble meeting dates and places and projects in conjunction with the Artistic Director
- Type production and tour schedules for projects on requests
- Be responsible for travel and accommodation bookings for artists, crew and production staff on tour
- Book rehearsal space as requested
- Collect tour and project data from venues (ticket sales, audience numbers etc) at the end of each project, as well as documentation materials
- Provide administrative support to Production Managers as required

## Marketing

- Manage and maintain PYT's audience databases
- Assist the GM and AD in marketing plans, tasks and campaigns as assigned
- Promote PYT through up dates on social media networks
- Assist the GM in the development of marketing and promotional materials
- Liaise with the Artistic Director and General Manager in collating materials for the company's Annual Report and funding acquittal reports

## Financial

- Organise incoming recipes and invoices
  - Input receipts and invoices into MYOB financial package (MYOB training will be provided)
  - Conduct a monthly bank reconciliation
  - Forward information as requested on a monthly basis to the Financial Consultant
  - On completion of training (if required) complete the monthly superannuation, GST and PAYT payments.
- 

## Personal Requirements

### Essential

- A strong interest in starting a career in Arts Management (please note this role is an administrative role and will not lead to performing opportunities with PYT)
- An ability to learn quickly, take on new tasks and be able to take some initiative
- An ability to follow instructions
- Some knowledge of the local community
- A basic knowledge of Microsoft Word and Excel
- Basic knowledge of social media platforms
- An interest and passion for theatre and the arts
- Good communication and personal skills
- A natural team member who will fit into an organisation with ease and confidence
- Professional, friendly and approachable personality
- Ability to manage a number of projects in a timely manner and prioritise workloads
- A keen eye for detail
- A firm commitment to equality and embracing people from all cultural backgrounds

### Desirable, but not essential

- A basic understanding of the accounting program MYOB (basic training will be provided as required – we are expecting most candidates not to have this skill yet)
- A basic knowledge of the theatre industry in Sydney
- Some administration experience
- Some experience of working on a theatre production