

CREATIVE COMMUNICATIONS & ADMINISTRATION COORDINATOR JOB DESCRIPTION

Position:	Creative Communications & Administration Assistant
Basis of employment:	Part-time, 20hrs per week
Dates:	March 2018 – December 2018
Salary on commencement:	\$48,000-\$52,000 p.a. pro rata plus super Pending experience
Employment conditions:	Four weeks annual leave pro rata

ABOUT PYT

PYT is the only professional performance company in Western Sydney focusing on the development and engagement of young people aged 14-26 as its core priority. In 2016-20 PYT will challenge the conventions of traditional theatre and respond to the needs and aspirations of the next generation of artists. We will do this by creating innovative performance and social artistic experiences both in theatre spaces and across diverse sites of urban Fairfield, broader Western Sydney and Australia. Fundamental to our mission is placing artistic excellence at the centre of everything we do. Excellence must prevail not just in our work, but within our approaches, methodologies and practices and in the way we conduct our business.

Creative Communications

- Liaise with our Artistic Director and company Filmmaker to develop creative communications for the company.
- Design collateral including e-flyers and posters
- Monitor quality and presentation standards of all company materials and activities
- In collaboration with staff edit and proofread all marketing and company communications
- Undertake media liaison work: including liaising between artists and the external Publicist to assist in booking media interviews
- Be responsible for PYT's social networking and digital communications, helping to maintain the creative excellence and unique voice and brand of the organisation. This includes the regular PYT e-news and all social media platforms
- Liaise with external designers to manage the PYT website
- Develop and manage the PYT database

Administration

- Assist with general office administration
- Assist with venue hire
- Assist with MYOB entry
- Contribute basic admin to reports and acquittals to funding bodies and government organisations
- Producing Assistant duties: work with our Producers, Directors and Artists to support our creative work with event production and logistics, including occasional evening and weekend work on an as-needed basis
- Any other tasks as reasonably requested by the AD or GM

SELECTION CRITERIA

Essential

- Design skills, be able to use creative design such as Adobe Creative Suite
- Experience working in the arts OR strong knowledge of the arts
- Knowledge and understanding of using online platforms
- Exceptional oral and written communication skills, with high level accuracy and attention to detail
- Passion and dedication for PYT's mission and programming
- Flexibility to work some weekends and evenings, and to travel as may be required

Highly Desirable

- Understanding of and experience in working in a community cultural development context
- We strongly encourage Western Sydney residents to apply, including those from cultural and linguistically diverse backgrounds, migrant and refugee backgrounds; and Indigenous people
- Specific arts marketing experience
- Experience using the following: Wordpress, Mailchimp, Eventbrite (or other ticketing software), Final Cut Pro
- Experience using MYOB
- Experience in relationship management with key stakeholders
- Ability to speak a language other than English

REPORTING

This role reports to the Artistic Director for Communications elements, and the Associate Producer/Administrator for Administration elements

TERM AND RENEWAL

This contract is until the end of 2018 and renewable at the end of that period, pending funding.

This role has a probationary period of 3 months.

TO APPLY

For more information about the position, please contact Amanda Wright on 02 9724 6077 or gm@pyt.com.au

To apply for the position, please send us:

- A CV of no more than three pages
- A statement of no more than two pages that illustrates how your skills, knowledge and experience match the duties and selection criteria

We will only accept applications by email. Please use the subject line 'General Manager application' and email your CV and statement to gm@pyt.com.au

The deadline for applications is 9am Monday 7th May 2018

PYT is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.