



## JOB DESCRIPTION

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Title:	<b>Administrator</b>
Hours:	Full-time (5 days per week)
Basis of employment:	One-year contract
Salary on commencement:	\$37,000 p.a. plus superannuation
Employment conditions:	Four (4) weeks annual leave

Performance Space's standard Terms and Conditions of Employment form part of this job description.

## Performance Space

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Performance Space is one of Australia's leading development and presentation organisations for interdisciplinary arts. Performance Space is a *creative space* in which to explore and experience new forms, new ideas, and new contexts of interdisciplinary arts.

Our artistic focus is on arts informed by performance, which draw their influences from across the performing and visual arts. We encourage art which explores the intersections between artforms, questions assumptions about the relationships between artist and audience, and engages with the concerns of the ever-evolving society in which we live.

Our **Development and Presentation Program** is made-up of curated concept-led seasons which include performances and installations, residencies enabling artists to creatively develop their practice, and contextualising initiatives including discussions and publications.

Our **Strategic Initiatives** address areas of development which extend Performance Space's reach and influence. These projects are often about developing new audiences (from local to international), assisting otherwise excluded artists, or nurturing new artistic practices.

We act as an **advocate** for the interdisciplinary arts sector – speaking out for artists and audiences and the infrastructures that support them.

Performance Space is supported by the Australian Government through the Australia Council, its arts funding and advisory body and the New South Wales Government through Arts NSW. Performance Space is an anchor tenant at CarriageWorks.

[performancespace.com.au](http://performancespace.com.au)

## Administrator: Position Summary

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Performance Space divides its staff activities across four broad areas of program, production, marketing, and finance and administration. A staff plan is attached.

On a day-to-day level, the Administrator is the first point of contact between Performance Space and the public. This includes telephone, email and live queries from artists interested in working with Performance Space, peer organizations, funders, and members of the public regarding our program. The Administrator co-ordinates the general running of the office, is responsible for receivables and payables, assisted by a bookkeeper (2 days/week), and reports directly to the General Manager.

### DUTIES

- Answer **phone** and **email** inquiries, respond promptly to requests for information from the public regarding our program, and from artists and companies regarding the guidelines and procedures for exhibiting or performing within the program including residencies. Conduct site visits as required.
- Maintain the company's **databases**, including email lists, membership records and renewals, subscribers, and updating changes to details promptly.
- Recruit, supervise and coordinate of volunteer staff, including gallery minders.
- Collating and managing invitation lists and RSVPs specific to each project, including database management.
- Maintain an up-to-date knowledge of the work and program being presented at Performance Space to respond to all enquiries.
- Oversee **bookkeeping** and data entry on MYOB (accounting software), including: process and track payables; process payroll for casual employees; reconcile petty cash, credit cards, cheque and other payments; receive and track income including memberships, donations & subscriptions, and general banking. (Please note that the bookkeeper does the bulk of data entry.)
- Collect, document and mail-out Performance Space's **post**, including coordinating bulk **mail outs** for the quarterly program, flyers and invitations.
- Support the Projects Officer with processing RSVPs, coordinate comps lists with Front of House, catering needs, etc.
- Undertake general office management, including coordinating office IT, staff movements, booking meeting rooms, maintain office manual, and communicate clearly with other staff regarding administrative systems within the control of the Administrator position.
- Maintain office equipment and stationery supplies.
- Maintain office filing system and archives.

### SELECTION CRITERIA

#### Essential

- High level of oral and written communication skills.
- High level of organisational skills.
- Experience working with word processing, spreadsheets and email software.
- Demonstrated office administration experience.

#### Desirable

- Experience with bookkeeping and MYOB systems.
- Experience in the upkeep of database programs.
- Experience working with Mac OSX and a wide range of software.

- Knowledge of contemporary arts practice and the confidence to engage with artists and audiences.
- Flexibility to work some weekends and evenings.

## To Apply

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For more information about the position, please contact Amelia Wallin, Performance Space's Administrator on (02) 8571 9111 or [admin@performancespace.com.au](mailto:admin@performancespace.com.au).

To apply for the position of Administrator, please send us:

- a curriculum vitae (CV) of no more than two pages;
- a statement of no more than two pages that:
  - addresses why you would like to work for Performance Space, and
  - illustrates how your skills, knowledge and experience match the duties and selection criteria.

Please ensure your full contact details including phone number and postal address are included in your CV or covering email.

We will only accept applications by email. Please use the subject line 'Administrator application'. Email your application to [admin@performancespace.com.au](mailto:admin@performancespace.com.au).

Please provide all attachments as pdfs.

The deadline is 9am, Monday 20 February, 2012. Interviews will be held later that week.

Performance Space 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.