

Administrator

Performing Lines is seeking a full-time Administrator to join its small, dedicated team based in Redfern.

Reporting to the General Manager, the Administrator works closely with the national Performing Lines team (offices in Hobart, Melbourne, Perth and Sydney) providing administrative and systems support, and office management.

The successful applicant will possess strong communication skills and will be highly organised with a well-developed attention to detail. The role requires experience in Administration or similar duties. Experience in the arts is preferred but not essential.

Applicants from a First Nations or Culturally and Linguistically Diverse (CALD) background are strongly encouraged to apply for this position and will be prioritised in the short-listing process.

Company Overview

Performing Lines produces provocative contemporary performance by Australia's most audacious independent artists. Our purpose is to champion risk and to ensure that the breadth and plurality of Australia's creative potential is represented and celebrated.

We curate a portfolio of work that is propelled by pressing questions and new ways of seeing the world. We champion the unconventional, the marginal, the rebellious and the new.

For nearly 30 years, Performing Lines has collaborated with arts companies, presenters and supporters to take some of this country's most exciting and diverse contemporary arts experiences to audiences around Australia and the world.

As a company, we are committed to achieving industry best practice in all that we do, whether that is producing and touring shows, community engagement programs or supporting artist and the broader arts sector through skills development initiatives.

For further information, please visit our website www.performinglines.org.au

How to apply

If you believe you're the right fit for the role, please send your application by email to administration@performinglines.org.au by **midnight Sunday 19 May 2019**.

Your application should include:

- a short covering letter addressing the skills and responsibilities required for this role and
- a 1 – 2 page summary resume including referees

For more information about Performing Lines, please visit www.performinglines.org.au or contact Megan Roberts, General Manager on 02 9319 0066 or megan@performinglines.org.au

Performing Lines acknowledges the Traditional Owners of the lands on which we work, and pay our respects to Elders past and present. We extend those respects to all First Nations peoples on whose lands we travel and perform.

Performing Lines | Administrator Job Description

Job Title:	Administrator	Job Type:	Full Time
Reports to (Position):	General Manager	Position is Shared:	No
Number of Direct Reports:	0	Date Created or Revised:	April 2019

Position Summary:

Reporting to the General Manager, the Administrator provides administrative support to the Performing Lines team.

Key Responsibilities:

You will work closely with the General Manager and Performing Lines team to support in the following areas:

General Administration

- responsible for office IT requirements and point of contact with the company's cloud hosting service provider/s
- responsible for the database, records and archives
- provide executive assistance support to the Executive Producer, General Manager and Board of Management with calendar management, travel arrangements and coordination of team meetings
- coordinate dissemination of board meeting and AGM agendas, papers and minutes

Planning

Working alongside the General Manager and Executive Producer:

- responsible for the development of an annual grants and acquittals plan, regular grant planning meetings with key team members, and maintain grants and acquittals register
- drive the development of an annual team travel calendar and budget to support key market development strategies of the company

Office Management

- manage office equipment, cleaning, and office supplies
- telephone reception and day-to-day correspondence
- maintain Company Manual and other procedural documents
- induction of new employees and Board Members into the Company, including IT set up

Finances

- administration budget and administrative banking requirements, including petty cash, credit card, taxi and administration expenditure reconciliations
- weekly payment and payroll approvals

Compliance

Working alongside the General Manager:

- coordinate company insurance renewals, claims and employee insurance queries
- support policy development and dissemination
- coordinate ACNC and ASIC annual reporting
- contribute to operational funding applications and acquittals

Project Support

- as time permits, assist Producers on project delivery, including coordinating travel bookings, contracts administration, budget reconciliations, and contribution to project grant applications and acquittals

Skills Required:

- Strong verbal and written communication
- Ability to prioritise with limited direction
- Good problem-solving skills
- Extremely organised
- Meticulous attention to detail
- Able to multi-task and manage competing deadlines
- Confidentiality
- Computer efficiency – MS Office, Excel, Word, PowerPoint and Outlook

Education & Prior Work Experience:*Essential*

- 2+ years previous experience working in an Administration role

Desirable

- Certificate or Diploma in Business / Administration

Direct Reports:

- N/A

Key Relationships:**Internal:**

- Performing Lines staff
- Board of Management

External:

- artists
- arts organisations
- federal, state and local council departments and funding agencies
- donors
- suppliers