

## **POSITION DESCRIPTION**

### **Workshop and Office Coordinator**

Reports to:	Executive Director and Artistic Director
Location:	28 St Martins Lane, South Yarra VIC 3141
Position Type:	Full-time
Salary range:	\$60,000
Direct Reports:	n/a

The Workshop and Office Coordinator works closely with the Executive Director, Artistic Director and Artistic Associate to ensure the smooth rollout of St Martins' workshops program (term based) and other associated events. This position also implements and maintains administrative systems in the office, ensuring efficient running of the office and company. This is an outward-facing role - the Workshop and Office Coordinator is the first point of contact at St Martins and must communicate effectively with varied stakeholders including parents, workshop participants, workshop and project artists, staff and venue hirers. As a representative of a small but agile arts organisation, the Workshop and Office Coordinator needs to be able to proactively manage issues arising from workshops, venue hires and other company business as required.

### **A bit about Us**

St Martins is one of Australia's leading companies working with children and teenagers, creating powerful performance experiences for adult audiences. Last year we celebrated our 40th birthday and our alumni are positioned as arts practitioners throughout Australia and internationally. Over the past seven years, St Martins has implemented an ambitious artistic production strategy producing 14 new works that have achieved public and critical acclaim. We have won three Green Room Awards for Direction, Ensemble Acting and Design, been nominated for a further 10 and received the 2017 Melbourne Fringe Live Art Award. Our works have been presented in collaboration with Malthouse, Melbourne Festival, Melbourne Fringe, Arts House, THE RABBLE, Abbotsford Convent, The Substation, Dark MoFo, Darwin Festival, Dance Massive, Minus18, Worawa Aboriginal College and TheatreWorks.

### **Across the entire organisation we are driven by tenets of:**

- **Children's Agency** - Children are equal owners of the creative process and are recognised as artists in their own right.
- **Questioning of Hierarchies** - Our work examines, challenges and upends privilege and power structures.
- **Enquiry** - Our work explores and exposes social assumptions, hypocrisies, taboos and inequalities.

- **Quality** - Our work is of the highest professionalism and artistry.

We are nationally recognised for our inclusion program, and strive to be inclusive, civically minded, socially engaged and to embody these tenets throughout our company in who we are and what we do.

## **A bit about You**

### **Skills and experience required for the position:**

- Previous office / administrative experience.
- Ability to set up and maintain systems & procedures.
- High attention to detail and ability to multi-task during busy periods.
- Ability to work as part of a team as well as independently.
- Excellent communication and interpersonal skills with particular proficiency in understanding and mitigating concerns of various stakeholders including parents, children, and venue hirers.
- Flexibility and willingness to participate in all aspects of the Company.
- Experience working with children.
- Ticketing and ticketing programs.
- First Aid Certificate required.
- High proficiency in Word, Excel, and other Office 365 software.
- Proficiency in social media and maintaining brand awareness is desirable.
- Current Victorian Driver's License desirable.

### **Your tasks will include:**

- Setting and maintaining a high-quality standard of communication and service for parents, workshop participants, company artists and venue hirers.
- Coordination of workshops.
- Ensuring COVID Safe practices are followed through the workshop program.
- In communication with the Venue Coordinator, assist with venue hire bookings for St Martins venues including invoicing and contracting.
- Communication of workshop content & purpose to prospective participants & their parents via phone or email.
- Manage enrolment process via Salesforce database, including attendance & accurate participant details in database.
- Preparation & maintenance of workshops related 'artist kits' (first aid, stationery, props, equipment etc).
- Attending meetings with artistic & teaching staff as needed.
- Rostering, contracting and coordination of casual workshop artists & support artists.
- Data management of St Martins servers and SharePoint.
- Onboarding workshop artists and other contractors.
- Regular communication with workshop artists re projects & curriculum.
- In consultation with the Artistic Director & Executive Director, prepare Deal Memos & contracts for casual and contract staff as required.
- In consultation with Executive Director, manage workshops budgets.
- Verification of timesheets and invoices from artists.
- Weekly banking & financial analysis.
- Accurate reporting of the workshop program.

- Liaison with other team members to ensure advertising & communication of workshops program happens at appropriate times.
- Administration support for Executive and Artistic Directors.
- Company representation at industry functions as required.
- Although based mostly at St Martins' office in South Yarra, you will need to have the ability to visit satellite locations of workshops and productions as and when needed for company business.
- Assist with marketing of St Martins as needed.
- Coordinate with VIP stakeholders for ticketed events.

**Key Selection Criteria:**

- Proven experience in arts management, events management or the educational field.
- Customer service & communication skills, with the ability to interact with a range of people and ages.
- Strong project management experience with the ability to plan, resource and deliver programs and services on time and within budget.
- Proven conflict resolution skills as well as ability to mitigate risks with varied stakeholders and projects.
- Understanding of contemporary performing arts practices & industry.

**Desirable Criteria:**

- Experience in Adobe design suites.
- Interest in the Arts or not-for-profit sector.
- Experience with WordPress (CMS) desirable.
- Experience in administration for Office 365.
- Experience in Salesforce (CRM) software.
- Ability to create strong social media content with attention to brand management.

**To apply:** please email your application cover letter, key selection criteria (2 pages max) and resume addressed to Kerry O'Sullivan, Executive Director to [info@stmartinsyouth.com.au](mailto:info@stmartinsyouth.com.au)

**Close date:** 11:45pm Sunday, 5<sup>th</sup> September 2021.

Any questions please email [info@stmartinsyouth.com.au](mailto:info@stmartinsyouth.com.au)