

Australasian Dance Collective

Administration Officer

Background Information

Australasian Dance Collective is one of Queensland's leading contemporary dance companies, based in Brisbane, Australia. Established in 1984 as Expressions Dance Company, the company has created more than 180 works by 80 national and international choreographers.

With an extraordinary ensemble of six dancers, the company has achieved significant recognition through national awards, including three Helpmann Awards and three Australian Dance Awards.

We are defined by our commitment to excellence in both performance and sector development, contributing to the evolution and future of contemporary dance. Annually we create multiple new works, collaborate nationally and internationally and present performance seasons at major Australian venues including our presenting partner Queensland Performing Arts Centre.

Under the leadership of renowned Artistic Director, Amy Hollingsworth, the Queensland-based company is focused on collaboration, empowerment and artistic risk-taking to create exhilarating dance works that push boundaries and speak to the soul.

Reporting Relationships:

This position is responsible for supporting the Executive Director in the daily operations of the company.

Key responsibilities:

The Administration Officer plays a key role within the ADC office environment and is responsible for the following duties:

Administrative Duties

- Oversee reception duties including greet and direct visitors and answer general phone and email correspondence.
- Ensure all areas of the office are kept well presented.
- Responsible for updating the Office handbook and support improvements to office procedures and systems.
- Oversee employee and contractor inductions including issuing of keys, swipe cards and alarm codes.
- Coordinate office consumables and stationery.
- Coordinate all postage and courier service requirements.
- Coordinate the maintenance of office equipment including communications and IT systems.
- Responsible for data entry, filing and storage of key information and records.
- Responsible for data entry support for maintaining customer records.
- Liaise with Judith Wright Arts Centre (JWAC) Management with space bookings, building repairs, security protocols, building policies etc.
- Manage car parking bookings.

Financial Duties

- Assist with the preparation of fortnightly payroll and weekly invoicing processes.
- Assist the Executive Director and Finance Officer with account keeping and invoicing.
- Manage online payment systems including PayPal, Stripe, Shopify etc.
- Support the Finance Officer with company donations and tracking and maintaining compliance with the Public Fund policy.
- Create invoices and support the Finance Officer to chase debtor funds.
- Track the operational expenses budget.
- Coordinate merchandising sales.
- General banking duties.

Board Duties

- Administration of Board of Directors matters including filing, lodging, and updating information to ASIC and ACNC and other legal and governance requirements.
- Administration of annual memberships of the company.
- Coordination of meeting set-up and catering requirements.
- Booking spaces and equipment.
- Handling of Annual General Meeting notifications and board member nominations in line with the constitution.
- Assisting with collating and preparation of Annual Reports.

Events and Program Support

- Organise catering and meeting setup requirements for special events.
- Support events ticketing for guest lists and VIP attendance at ADC performances.
- Attend ADC events as required.
- Support the Youth Ensemble, Mature Ensemble, and other dance sector programs.
- Manage dancer enquiries such as Company Class, Secondments and Auditions.
- Coordinate School workshops by request.

Dance Studio

- Manage the company dance studio timetable to:
 - o Handle all studio enquiries and organise access and agreements.
 - o Liaise with JWAC Management as required.
 - o Manage the cleaning contractor and keeping the studio tidy.
 - o Acting as an after-hours contact person for emergencies and access issues.

Other

- Undertake special projects as determined by the Executive Director.
- Contribute to a productive and happy team environment and use your best endeavours to promote the values and interests of ADC.

Knowledge, Skills, and Expertise

- A self-motivated, and proactive approach to work.
- Ability to think creatively to solve problems independently when required.

- Excellent presentation, and customer service skills including phone skills.
- Excellent written and verbal communication skills.
- Ability to plan and prioritise work and meet multiple deadlines while maintaining a high level of attention to detail.
- High level of computer software skills including Microsoft Office.
- Sound knowledge of IT systems and digital software platforms.
- Experience with MYOB is desirable.
- An interest in dance and the performing arts is desirable.

Selection Criteria

- Demonstrated ability to communicate effectively with a range of people including artists, educators, public, stakeholders, sponsors, donors, and partners with a commitment to exceptional service.
- Demonstrated ability to prioritise work and successfully negotiate solutions to competing demands by exercising creativity, initiative, and judgement.
- Exceptional customer service skills.
- Experience in administration and office support including demonstrated ability to coordinate projects.
- Demonstrated ability to be a team player.

Conditions of employment:

This is a part-time position with the option to renew annually, dependent on funding.

The salary for this role is \$55,328 part time equivalent, plus 10.5% superannuation. Annual leave accrued 4 weeks annually (pro-rata), plus other leave entitlements.

This position is 0.6 pro rata (3 days/22.8 hours per week), delivered in office, based at the Judith Wright Arts Centre, 420 Brunswick Street, Fortitude Valley. The Australasian Dance Collective office hours are between Monday to Friday, 9:00am to 5:30pm with some after hours and weekend work as operationally required.

Ideally, commencement for this position will be immediate, with a probationary period of no less than 3 months.

How to apply:

Submit your application (of no more than 2 pages) via email, addressing your suitability to the role and what you can contribute to Australasian Dance Collective, along with your current resume, and a minimum of two contacts as professional/character references. If your application is successful, you will be asked to attend an interview in-person.

Contact:

Position enquiries can be made via phone: 07 3257 4222 or email sarah@australasiantandancecollective.com please use 'Confidential – position inquiry' as the subject title.

All application submissions to be sent via email: apply@australasiantandancecollective.com

Closing date: 9am, Monday 20th March 2023.