

> Administrator Position

Posted Wednesday 3rd March 2010

> About Us

Western Sydney Dance Action is a dance development organisation that functions as a regional incubator for dance activity based at Riverside Theatres in Parramatta. WSDA facilitates opportunities for artists and communities to engage with dance to enhance participation, presentation and production of the art form. The four core areas of activity include: Dance Development, Artist Support, Education and Audience Development.

The board of WSDA currently seeks a motivated and experienced administrator with marketing skills and a keen desire to work within the performing arts sector. The Administrator position is vital to the ongoing support and management of WSDA. The position carries with it varied tasks, differing deadlines and support of the WSDA director.

> The Position

Reports to: Director, WSDA

Duties the **Administrator** will undertake will include (but not limited to):

- Assist in co-ordinating projects and programs with artists
- Assist in co-ordinating special events
- Liaise with artists, contractors and other administrative/technical staff at Riverside Theatre
- Provide general administration support to the Director
- Maintain the recording of income and expenditure, prepare bank deposits and issue of receipts and invoices
- Data entry and record management
- Oversee distribution of board documents and preparation of the Annual Report
- Coordinate mail outs and prepare correspondence
- Execute basic marketing skills-web/print/ E-Newsletter

SELECTION CRITERIA

> Essential

- Excellent organisational skills with an ability to work under pressure and independently with competing priorities and deadlines
- Good knowledge of Microsoft Office suite and accounting systems (MYOB)
- Demonstrate initiative and ability to work in a small team with minimal supervision
- Experience in working in a small office environment
- Excellent communication and interpersonal skills
- Excellent attention to detail
- Good knowledge of accounting practice

> Desirable

- MYOB skills
- Marketing skills
- An interest and understanding of the performing arts/dance
- Demonstrated experience in working in a performing arts venue or similar

> Remuneration

The position is part-time (3 days per week) with additional hours during peak times & when required and is based at Riverside Theatres, Corner of Church and Market Streets, Parramatta. The salary is \$45k pa pro rata + 9% superannuation. WSDA is supportive of professional development opportunities for staff.

➤ How to apply

To download the full job application kit visit <http://www.wsd.org.au/jobs.htm>

For further enquires please email the director on danceaction_riverside@parracity.nsw.gov.au

APPLICATION DEADLINE: 5pm, Tuesday 16th March 2010