



POSITION DESCRIPTION

JOB TITLE:	Associate Director
HOURS:	Starting on 12 hours per week, 10am-4pm x 2 days per week with additional weekend and evening work as required
EMPLOYMENT:	Part time (12 month contract)
LOCATION:	Broadmeadow, Newcastle, NSW
PROBATION PERIOD:	3 months from start date
RATE OF PAY:	\$15,032.16 p.a (inclusive of 9.5% superannuation)
REPORTS TO:	General Manager

Position Summary

The Associate Director will assist the Artistic Director & General Manager in the development and implementation of a yearly program of courses, workshops and productions for participants. They will also manage the office operations for Hunter Drama.

The successful candidate will be a team member with a strong passion for developing and working with young people; have excellent communication and organisational skills, and initiative; be extremely self-motivated and able to take on multiple tasks simultaneously; have a demonstrable knowledge of the dramatic arts industry; have experience in customer service and have excellent conflict resolution skills. The successful candidate must also have the ability to work out of hours on productions and events as required at various venues. Demonstrated experience in the development and/or delivery of drama workshop programs would be favourable.

Key Responsibilities

- Assist in the development of a yearly program of courses, workshops and productions for participants
- Secure venues and develop relationships with key members of local communities including performance venues, local theatre companies and other arts organisations
- Act as primary point of contact for liaison with participants and their families
- Undertake enrolment process for participants including taking payments
- Maintain and update online customer management system
- Support teaching staff and act as a key contact to provide assistance when needed
- Assist in the development of organisational policies and procedures
- Market and promote the business to the wider community through social media, email, website and other forms of advertising
- Manage customer accounts and financials including banking duties
- Organise and ensure smooth running of office including responsibility for administration, postal services and equipment/supplies
- Support and assist Artistic Director and General Manager as required

Selection Criteria

Essential

- Experience in Arts Administration or customer service
- A strong passion for developing and working with young people
- A thorough demonstrated understanding of the dramatic arts
- Excellent communication, organisational skills and initiative
- Self-motivated and able to take on multiple tasks simultaneously
- High level interpersonal, oral and written communication skills including teamwork and conflict resolution
- Competent use of computer software including but not limited to Microsoft word, excel, Google Suite and Adobe
- Ability to work out of hours on productions and events as required at various venues
- Valid NSW drivers licence and own transport
- Hold a valid Senior First aid certificate

Desirable

- Demonstrated experience in the development and/or delivery of drama workshop programs
- Graphic design experience (competent use of computer software such as Photoshop etc)
- Currently involved in the performing arts in some capacity either as a performer or a team member

Working with Children's Check

This role requires working closely with young people aged under 18years. Employment is therefore conditional upon clearance of the Working with Children check under the Child Protection (Working with Children) Act 2012. You must also agree to adhere to a Code of Conduct.

Hours of Work

You will be employed on a part-time basis starting for 12 hours per week for a contract period of 12 months. The role will require work out of hours on productions and events as required at various venues. Accumulation of excessive work out of hours will be via time in lieu, to be taken at a negotiated, mutually beneficial time.

Application Process

Please submit a covering letter including a statement on how you satisfactorily meet selection criteria, brief resume, and the names and contact details of two professional referees. Your statement against selection criteria should explain how you meet each of the selection criterion. Please send all of the above to hayley@hunterdrama.com.au by 4pm on Thursday 15th November 2019.

If you have any further questions, please don't hesitate to contact Hunter Drama on 1300 367 852 or via email hayley@hunterdrama.com.au.