

ARTISTIC ADMINISTRATOR

Terms:	Full time, fixed term
Team:	Artistic
Reporting to:	Artistic Director/ co-CEO and Executive Producer/Deputy CEO
Direct Reports:	none
Location:	252 Sturt St, Southbank

Melbourne Theatre Company

Our Vision

To be recognised as one of the world's preeminent theatre companies, leading the cultural conversation and chosen as a favourite destination for Australians.

Our Purpose

To share remarkable stories that enable people to better understand the world around them.

Our Values

Leadership: We are a contemporary leader in the arts, with a clear vision and viable roadmap for the future. We are a part of the cultural conversation, ensuring theatre remains an influential and relevant art form in Australian and internationally.

Equity and Inclusion: We support and promote equity across our staff, performers and program. We also represent and reflect the diversity of our society and the many stories of our time.

Creativity: We take artistic risks and challenge conventional performance boundaries. We integrate creativity into our daily work, using it to solve business challenges as they arise.

Connection: We grow and connect with our communities (both internal and external) by ensuring Melbourne Theatre Company remains relevant. We do this by listening, understanding and evolving to challenge, inspire and entertain.

Our Pledge

Theatre is for everyone.

Melbourne Theatre Company is committed to sharing stories that reflect the diversity of the human experience.

We believe that producing the highest quality theatre is only possible when all artists – regardless of race, sexuality, faith, ability, age or gender – are given the same opportunities to create and to flourish.

About the Position

The Artistic Administrator is responsible for providing high level administrative support and service to the Artistic Director/Co-CEO and Executive Producer/Deputy CEO, in relation to day-to-day operations, programming and planning of Melbourne Theatre Company, along with administration support and assistance in coordination of the activities of their direct reports, which together constitute the broader Artistic Team.

Key Relationships

This position reports directly to the Artistic Director/Co-CEO and Executive Producer/Deputy CEO and works closely with the wider Artistic Team.

The Artistic Team consists of departments or department heads reporting directly to the Artistic Director/Co-CEO and Executive Producer/Deputy CEO -

Artistic Director/Co-CEO

- Head of New Work & New Work Dept.
- Resident Director
- Artistic Associates

Executive Producer/Deputy CEO

- Director of Education & Families
- Technical and Production Director
- Senior Producer & Producing/Co Mgt Team
- Casting Director & Casting Associate

The position maintains effective working relationships with the Executive Director/Co-CEO's office, Melbourne Theatre Company Senior Management team and all Company departments.

Accountabilities

Duties and responsibilities include, but are not limited to:

Administrative Support to the Artistic Director/Co-CEO

- Managing all aspects of the Artistic Director/Co-CEO's day-to-day activities, including calendar, calls, meetings, filing and proactive updating of Artistic Director/Co-CEO's IT, contacts lists, etc.
- Anticipating workflow and needs associated as well as identifying and troubleshooting potential obstacles and prioritisation of tasks and requests.
- Liaising internally and externally on behalf of the Artistic Director/Co-CEO
- Managing financial administration for Artistic Director/Co-CEO expenses and those associated with Artistic Director/Co-CEO's direct reports (accounts payable, monitoring expenditure within budget parameters, credit card purchase acquittals).
- Liaising with Melbourne Theatre Company Board of Management members, Federal and State Government and University of Melbourne stakeholders, as well as patrons and supporters as requested.

Administrative Support to the Executive Producer/Deputy CEO

- Managing the calendar of the Executive Producer/Deputy CEO, coordinating meetings as required.
- Providing administrative support to the Executive Producer/Deputy CEO, including but not limited to assistance with licencing, drafting of agreements, schedules and other materials as requested.
- Administrate and project manage contained and bespoke projects and company activity as required.
- In consult with the Producing team, manage artist and industry invitation lists for opening nights, season launches and major events, with oversight of seating allocations for artists.

- Support the Producing team with administering APRA/OneMusic music rights approvals for all productions in line with approved budgets and administering other media rights approvals for productions/activity as required.

General Artistic Administration

- Prioritising and distributing incoming correspondence.
- Managing the Artistic Departments recording of KPIs and strategic goals.
- Collating documents and information, preparing data/reports, and maintaining information for cultural grant applications, acquittals, and required programs, team and Board reports.
- Coordinating Artistic & Programming meetings taking minutes and tracking actions.
- Undertaking administrative tasks to support programming, such as collating submissions and pitches, sourcing scripts upon request, and ensuring the day-to-day maintenance of the script database.
- Maintaining up-to-date records and databases for the wider Artistic Team, including managing contacts in Tessitura, PlayOn, and team databases, tracking leave arrangements, working from home schedules, show attendance, forum hosting, and other requested information.
- Coordinating the local, national and international travel and accommodation arrangements for the Artistic Director, Executive Producer and wider Artistic Team as requested, creating itineraries as required.
- Ticket bookings for the Artistic Team to see work of other companies when requested, and filtering and processing incoming VIP and complimentary ticket requests.
- Creating and revising administrative tools (eg forms, templates, record keeping etc.) as required.
- Proofing the performance pages of the annual season brochure and other company materials as requested.
- Booking and preparing rooms and required facilities and technology support for meetings and events, and assist with service, as required.
- Coordinating events and functions, as required, including team gatherings.

Additional Company Support

- Attendance and hosting at official functions and opening nights, providing support for company meetings and welcome events
- Working closely with the Executive Administrator of the Executive Director/Co-CEO to ensure consistency across all activity.
- Providing support to Executive Director/Co-CEO in the absence of the Executive Administrator
- Assisting in the maintenance and archiving of team records.
- Additional tasks as required and directed by the Artistic Director/Co-CEO and Executive Producer/Deputy CEO including Artistic and Producing Department support, coordination of gifts, well wishes and department events
- Other duties as directed

Your Skills & Attributes

The key requirements for this position are:

- Experience in company management, stage management, arts administration or producing
- High level of administrative skills including assisting with preparing for meetings, speeches and events
- Ability to effectively manage competing work priorities through strong communication and effective prioritisation. Demonstrated ability to multi skill, self-manage workloads, schedules and multiple stakeholders in a dynamic environment.
- Excellent attention to detail - proofing, checking and rechecking numbers.
- Well-developed communication skills with the ability to effectively communicate information to relevant internal and external stakeholders in a variety of forms.
- Collaborator with excellent interpersonal skills and ability to work as part of a team
- Highly effective computer and IT literacy, proficient in Microsoft Office Suite
- Strong research skills - creative and resourceful to find required information
- Able to take direction, be confident to ask questions, to provide solution orientated outcomes through considered problem-solving and a willingness to 'get the job done'
- Self-motivated and ability to work independently.
- Demonstrated passion, experience and knowledge of the performing arts in Australia and internationally

A general knowledge/understanding of theatre, an empathy with artistic personnel and the demands on people working in the fast-paced environment of a major performing arts company is essential.

Other requirements:

- To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa. It is a requirement that employees reside in Victoria, and can attend work onsite.
- Evidence of stated qualifications may be required.

Health & Safety

All Melbourne Theatre Company people are responsible for the following safe work procedures and instructions:

- All staff are required to comply with Company policies and procedures
- Adopt work practices that support Health & Safety programs
- Take reasonable care for the safety of one's own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to a manager
- Must not wilfully place at risk the health or safety of any person in the workplace
- Participate in meetings, training and other environment, health and safety activities

- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Wear personal protective equipment as provided
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Must cooperate with management in relation to actions taken by the Company to comply with Occupational Health and Safety and Environmental legislation

Access and Inclusion

Melbourne Theatre Company is an Equal Opportunity Employer committed to providing a safe working environment.

We embrace and value diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Company.

The Company encourages employment and program applications from Aboriginal and Torres Strait Islander people, people with diverse cultural backgrounds and people with disabilities.

It is our policy to consider reasonable adjustments for qualified applicants with disabilities.

The Company recognises our people work differing positions, days and hours of work, and from different locations. Requests for an individual flexible working arrangement are considered with regard to employee circumstances, business requirements and the National Employment Standards.

Version Control			
Department	Artistic	Approved by:	Executive Director/co CEO
Author:	Artistic Director/Co-CEO and Executive Producer/Deputy CEO	Approved Date:	January 2024
File Name:	Artistic Administrator PD 2024	Effective Date:	January 2024
Status:	Final	Next Review Date:	May 2025