

SLINGSBY

- Journey In Wonder -

Company Coordinator

Founded in 2007 and based in Adelaide, South Australia, Slingsby presents emotionally challenging and engaging storytelling in rich live theatrical realms that captivates, challenges and inspires international audiences of adults and young people aged 8 years and up.

Now well-established internationally as a leading South Australian company, Slingsby is acclaimed for its sophisticated aesthetic and complex emotional storytelling and highly regarded nationally and internationally as a company of excellence.

Due to significant national and international touring, we are seeking an exceptional Company Coordinator to join our team. The Company Coordinator will work closely with the Artistic Director, and General Manager/Producer to deliver Slingsby's program of activities and coordinate the day-to-day operations of the company.

If you are interested in applying, please send your cover letter, response to the key selection criteria and CV with referees to recruitment@slingsby.net.au.

Slingsby is an equal opportunity employer, and we encourage applications from people from a Culturally and Linguistically Diverse background, those with disabilities, and Aboriginal and Torres Strait Islanders.

Applications close 11.55pm on Sunday 15 April 2018.

Position	Company Coordinator
Reports to	Artistic Director, General Manager
Hours	23 hours per week, to be spread across 4 days
Salary	\$55,000 per annum, pro rata
Engagement	May (pending availability) to 31 December 2018 <i>potential contract extension pending 2019 funding</i>

POSITION OVERVIEW

The Company Coordinator supports the delivery of Slingsby's program of activities and day to day running of the company.

KEY RESPONSIBILITIES

Administration

- Coordinate daily communication for Slingsby including receiving phone calls, managing incoming and outgoing mail, coordinate delivery, responding to general enquiries
- Maintain office systems and filing including management of Dropbox, hard files, personnel records, etc
- Manage office equipment and services including printers, computers, phone system, internet, email, printers, staff amenities etc
- Manage venue hire enquires and bookings of Slingsby's Hall of Possibility
- Gather statistical data for reporting purposes
- Reconcile company credit cards and petty cash
- Provide general administrative support to Management as reasonably required
- Coordinate weekly staff meetings with Management
- Maintain Slingsby's yearly calendars
- Support Management to prepare monthly reports to the Board of Directors
- Manage and maintain company archive

Marketing & Development

- Maintain and manage Slingsby's database and mailing lists, ensuring is up to date
- Manage and Maintain Slingsby's website
- Coordinate opening night invitation lists and RSVP's
- Support development activities including donor communication, fundraising campaigns etc

- Working with Slingsby's Graphic Artist, coordinate creation of marketing materials including images, posters, flyers etc

Project Delivery

- Maintain Project Delivery systems (Master Tour, Dropbox, Calendars etc)
- Communicate with artists and collaborators regarding scheduling
- Manage project logistics including sourcing and booking travel, visas, accommodation, ground transport, per diems
- With support from management, assist with coordination of contracting
- Manage Front of House for self-produced seasons
- Respond to presenter requests for information from time to time (marketing, technical, etc)
- Manage and coordinate school bookings for self-produced seasons
- Coordinate creation of Education Resources
- Support Artistic Director with workshop delivery including liaising with schools, sourcing materials etc

Other

- Other duties as reasonably requested by the Artistic Director and General Manager/Producer.

KEY SELECTION CRITERIA

- Strong computer skills and experience with Apple Macs and various applications including Microsoft Office Suite, Dropbox, Google Drive
- Strong verbal and written communication skills
- Ability to work independently and collaboratively within a small team
- Excellent organisational time management skills, with attention to detail
- Demonstrated ability to work across multiple tasks