



adelaide·theatre·guide

The comprehensive online guide to theatre events, news, reviews & auditions in Adelaide and its surrounds

www.theatreguide.com.au

INTERESTED?

Write to us at:

recruitment@theatreguide.com.au

Outlining:

- Why you are interested in the position and your relevant experience/skills/attributes.

ADDITIONAL NOTES:

- The position is purely voluntary (and therefore unpaid).
- Flexible hours – the work can be done at any time you are available to do it.
- It is assumed all applicants have their own computer and internet connection.
- Regular availability to communicate to other members of the team via email (and/or other means) is expected as part of committing to this position.

POSITION: ADMINISTRATION SUPPORT OFFICER

REPORTS TO: ATG GENERAL MANAGER

The Adelaide Theatre Guide provides comprehensive services to the live theatre community in South Australia including reviews of over 90% of productions. Our website experiences over 10,000 hits per day and 15,000 visits per month from keen theatre practitioners, audiences and interested parties. Listing of events on the website is completely free of charge, however paid advertising options are also available for interested parties.

The ATG review team endeavors to cover over 90% of theatre shows across the Adelaide region annually, with a focus on theatre and cabaret performances during festivals. In addition, the organisation stages events which foster, celebrate and promote live theatre, the most significant of which is the annual "Curtain Call" Awards, recognising excellence in amateur and professional theatre.

An Administration Officer is sought to support the management team across various duties, including, but not limited to, communications with theatre companies, reviewer ticket booking, invoicing, event support, fundraising support and general administrative tasks.

Required skills and attributes include:

- A passion for customer service and assisting theatre companies to promote their events.
- Strong work ethic and drive to deliver quality results.
- Excellent verbal and written communication skills.
- Outstanding planning and organisational skills.
- Ability to plan and manage work autonomously, as well as work productively within a team.
- Intermediate to advanced proficiency in administrative computer applications, such as email, word processing and spreadsheets.
- Availability to commit to regularly reviewing and responding to emails and progress agreed tasks.



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