



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.
- We are seeking more than one person to fill this role, to help spread the load during busy periods, and to otherwise work on a rostered basis (or as negotiated between all Website Listing Administrators).
- 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: WEBSITE LISTING ADMINISTRATOR

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.

The website receives electronic submissions from theatre companies and other relevant parties concerning listings they would like posted on the site, including 'What's On' notices for relevant upcoming productions or events; 'Audition' notices; and 'Classified' notices.

Rates of submission are seasonal, with up to around 20 submissions received in a standard week, less in 'down times' and substantially more during peak periods, such as during the Adelaide Fringe.

The role of the Website Listing Administrator is to review the submission, add additional details/formatting, post the finalized notice to the website, review for correctness, and confirm with the submitter that their information is now listed.

Required skills and attributes include:

- A passion for customer service and assisting theatre companies to market their events.
- Strong work ethic and drive to deliver quality results.
- Excellent written communication skills.
- Availability to regularly review and post listings within a timely fashion (maximum of 1-2 days of them being submitted).
- Understanding of basic HTML for formatting requirements.
- Understanding of and ability to use data entry systems and databases with minimal supervision.
- Understanding of and ability to use image-editing software.
- Understanding of and ability to use FTP software.



RECRUITMENT@THEATREGUIDE.COM.AU



[@ADELAIDETHEATRE](https://twitter.com/ADELAIDETHEATRE)



[HTTPS://WWW.LINKEDIN.COM/COMPANY/18227899/](https://www.linkedin.com/company/18227899/)