

POSITION DESCRIPTION

Administration Manager

Employment Basis:	Full time
Reports to:	General Manager
Direct Reports:	NA
Remuneration:	\$60,000 pa + super & leave allowances time in lieu provisions

Hayes Theatre Co develops and produces some of the most exciting musical theatre in Australia. Over seven thrilling seasons, the company has developed a reputation for highly entertaining, exceptional quality musicals, where new Australian writing rubs shoulders with bold new productions of classic and contemporary international shows.

Hayes is growing and we're currently looking for an Administration Manager to support the team in delivering an exciting season of new musicals and creative development. You'll work right across the company, anchoring our activities with an impeccable attention to detail and a warmth and enthusiasm that helps foster our culture of mutual support, inclusion and joy.

Set your career on the right trajectory and make your mark by joining one of the fastest growing and most exciting performing arts companies in Australia. You'll work with a receptive team, open to new ideas and willing to support innovation, passion and ambition. The position will suit a new Arts Management graduate with some office experience, or someone coming from other administrative roles within the Arts. Aspiring producers, venue managers, general managers and cultural planners should all consider applying.

RESPONSIBILITIES

- 1) Understand, embody and promote the company's mission, its policies and ethical direction.
- 2) Maintain a high level of professionalism in interactions (be these in person, via telephone or email) with stakeholders and company staff

Duties include:

Box Office

- The administration manager is the first point of contact for patrons calling the theatre outside of theatre hours: Manage bookings, enquiries and respond to emails.
- Assist with the building and maintenance of events on our Box Office system.
- Work with the Box Office Manager to maintain the integrity of the box office database.
- Run reports as requested by General Manager or production Producers.
- Update online e-newsletter database with patron records at the end of each production's season.

Administration

- Manage the Hayes office and assist with the development and maintenance of office systems.
- Liaise with office and theatre suppliers: Place and receive orders
- Liaise with City of Sydney and assist the Production Manager in managing contractors and visiting tradespeople.

- Assist with organisation and delivery of special events including opening nights, season launches, fundraising and workshops.
- Assist with collation of materials for upcoming productions in readiness for on-sale dates and/or launch dates.
- Manage donor database, provide receipts to donors and contact donors regarding donation renewal.
- Assist the General Manager produce acquittals and analyse performance data.
- Ensure office tidiness and appearance is maintained to acceptable standards.

Productions

- Produce special projects for the company: accessibility and vocational initiatives, community events.
- Provide production support to Hayes musicals as required.
- Company management: Assist the Producer and Artistic Coordinator in looking after our creatives and performers.
- Book flights and accommodation for visiting artists.
- Book rehearsal and workshop spaces: assist the Artistic Coordinator to deliver workshops.

SKILLS AND EXPERIENCE

Essential

- A passion for the arts and musical theatre
- Administrative or retail experience: Some customer service experience required
- Strong attention to detail and exceptional organisational skills
- Excellent communication and problem-solving skills
- Intermediate computer skills
- Intermediate writing skills
- The ability to manage competing priorities and work in a deadline driven environment
- An ability to work independently and as part of a team
- A willingness to work across other departments and take on new duties as required

Advantageous

- Familiarity with ENTA (or similar CRM/booking system)
- Box Office and/or Arts administration experience
- Basic familiarity with Xero
- Office management experience

Ordinary Hours and Time in Lieu

The Administration Manager will primarily work from the Hayes office at 32 Orwell Street in Potts Point and occasionally from the theatre at 19 Greenknowe Avenue in Elizabeth Bay. Flexible working arrangements are possible, including working from home one day a week.

Ordinary full-time hours are 38 hours a week. Occasional evening and weekend work will be required. Time in lieu is offered for overtime worked during busy periods.

Hayes Theatre Co is committed to ensuring that no employee is working beyond a reasonable capacity to ensure a safe and healthy workplace and will review working hours as required.

Diversity and representation

Musical theatre is changing and so are the artists we work with, the projects we support and performers we see on stage. Hayes is committed to cultural inclusion and diversity being reflected throughout the organisation. We strongly encourage applications from First Nations people, those who are culturally and linguistically diverse, people of all abilities, and people from LGBTQIA+ communities.

Apply

Applications must include a one-page cover letter addressing your suitability for the role and be accompanied by a short CV (maximum 2 pages) that includes the name and contact details of two professional referees.

Please send to Will Harvey at: will@hayestheatre.com.au no later than **5pm Friday 25 June**.