



COMPANY ADMINISTRATOR

Ongoing Full-time Role

An introduction to Lucy Guerin Inc

Lucy Guerin Inc (LGI) is a contemporary dance company established in 2002. It makes a leading contribution to the cultural life of Melbourne and Australia through its highly acclaimed productions and supports risk and innovation as a means of extending dance as an art form. After 17 successful years, the Company has established itself locally and internationally at the forefront of contemporary dance practice. It has created an acclaimed repertoire of works that tour in Australia, Asia, the US and Europe and it has built a strong audience base.

Each year, Lucy Guerin Inc presents a range of new work including world premieres, tours of works in repertoire, creative development projects, and other models such as residencies and works-in-progress. A small team of core staff of 4 (Artistic Director, Executive Producer, Studio Producer and Company Administrator) work with a range of contract artists, performers and production personnel to realise an ambitious program of the highest standard.

In November 2018 the Company relocated to a two studio premises in North Melbourne called WXYZ Studios.

While our studio spaces are wheelchair accessible, we regret that accessibility to our office space is more limited and includes a stepped entrance and internal stairs used to reach other facilities. Please contact us if you require more information about access.

Lucy Guerin Inc is committed to building a diverse team. We're searching for an engaged arts professional who is motivated, effective, committed and collaborative and will work passionately with us to achieve our goals and aspirations.

Position Description

Office Administration

- Coordinate the day-to-day operations of the office and studio
- Respond to enquiries from public and stakeholders
- Support the Executive Producer to service the board through the collation of papers and monitoring compliance requirements, and attendance and minute-taking at all Board meetings

Marketing Support

- Coordinate marketing collateral and requests for publicity material
- Maintain and update the Lucy Guerin Inc archive
- Support the management of the company website and social media accounts
- Coordinate documentation of performances and activities through video and photography

Project Support

- Assist in the delivery of company works and activities
- Draft contact sheets and schedules
- Liaise with Artists and assist as required
- Coordinate visa applications and travel arrangements for company tours
- Support in preparing contracts for venue and presenters, staff, contractors and artists

Studio Support

- Set up and sign-in for daily morning classes
- Support the coordination of studio spaces including hires, booking class teachers, contractors, equipment, and maintenance

Development Support

- Support the management of grant processes including applications, reporting, acquittals, and contract obligations
- Support the coordination of volunteers, interns, residencies, workshops, and secondments
- Support data collection, evaluation, and tracking artist development
- Support fundraising activities and donor relationship management
- Liaise with arts personnel, funding bodies etc as required
- Participate in planning via company and staff meetings, and strategic planning reviews

Plus other duties as may be reasonably required.

Selection Criteria

Essential:

- A tertiary qualification in arts or events management, or minimum 2 years of experience
- Strong administrative ability and attention to detail, with experience providing support in a busy office environment
- Excellent written and verbal communication skills, with the ability to engage with a diverse range of stakeholders
- Experience in marketing coordination or support, such as social media, websites, and eNewsletters, and liaising with suppliers
- Confidence with office systems including databases, shared calendars, and the Microsoft Office Suite (Word and Excel)
- Demonstrated capacity for effective time-management, problem-solving, and working collaboratively in a small team
- Strong sense of initiative and ability to work independently

Desirable:

- Background in a performing arts touring company
- Experience with financial administration (eg Xero) and/or cash handling
- Confidence with Mac operating system

Conditions of Employment:

- Salary: \$55,000 + superannuation
- 4 weeks annual leave and up to 10 days sick/personal leave per annum
- Reports to Executive Producer

TO APPLY

Applications must include, in one PDF document emailed to **michaela@lucyguerininc.com**:

- A short cover letter
- 2 pages maximum responding to the key selection criteria and job description
- A CV that includes contact details for 2 current referees.

DEADLINE 12 noon Thursday 29th August 2019

NOTE Interviews will take place on Wednesday 4th September

Any queries please do not hesitate to contact

Michaela Coventry - Acting Executive Producer - michaela@lucyguerininc.com OR 0412 535 548