

OFFICE & PROGRAM COORDINATOR

Position Description

The Company

Lucy Guerin Inc (LGI) is a contemporary dance company based at WXYZ Studios in North Melbourne. Across its 24-year history, the company has established itself as being at the forefront of contemporary dance practice through the creation of an acclaimed repertoire of works that regularly tour nationally and internationally.

Each year we present a range of new work and sector programs including world premieres, tours of works in repertoire, creative development projects, residencies, talks, and so much more. Studio programs include PIECES, Out of Bounds, First Nations Resident, and the Naarm/Solo Dance Exchange.

WXYZ Studios is LGI's home base, and a thriving hub that supports the development of independent choreographers and dancers in Melbourne, and promotes dialogue and exchange with national and international artists.

THE ROLE

The Office & Program Coordinator plays an active and integral role in the smooth operation of Lucy Guerin Inc (LGI). The role provides an organised, proactive, and personable arts professional with the opportunity to directly contribute to the day-to-day running of a busy contemporary dance company, working closely with the Executive Director & Co-CEO, Producer, Studio Coordinator, and Artistic Director.

The primary objectives of the role are coordinating LGI's office and financial administration, supporting the delivery of Company programs and events, assisting with venue operations at WXYZ Studios, and providing coordination support across funding, fundraising, and governance activities.

LGI achieves huge things with a small core team, who work closely and collaboratively to ensure the continued success of the organisation. WXYZ Studios is a busy hub of activity, and this role is vital in keeping the office and its programs running smoothly.

Attention to detail, strong organisational skills, and the ability to juggle multiple tasks are all must-haves. You will often be the first point of contact for our stakeholders and the public, so being friendly and personable is essential.

As a representative of the Company, we need someone with a professional attitude, a working knowledge of the Australian contemporary performing arts industry (or a willingness to learn quickly), and a good sense of humour. As for us, you can expect great conversation about art and ideas, the opportunity to grow professionally and expand your networks, and a welcoming and flexible working environment.

The role reports to the Executive Director & Co-CEO, while working closely alongside other members of the team (including the Producer and Studio Coordinator). This is a full-time role, based at WXYZ Studios in North Melbourne.

DUTIES AND RESPONSIBILITIES

Office & Financial Administration

- Coordinate and maintain the day-to-day operations of the LGI office at WXYZ Studios, including management of office supplies, equipment, and staff amenities.
- Respond to enquiries from the public and stakeholders, acting as a first point of contact.
- Coordinate travel arrangements and diary management for the Artistic Director, as required.
- Action weekly banking, prepare accounts payable/receivable for the Bookkeeper, and reconcile credit card transactions against receipts, in consultation with the Executive Director & Co-CEO.
- Manage, monitor, and reconcile office petty cash expenditure, and coordinate reimbursements.
- Collate timesheets, prepare pay schedules for artists and contractors, and manage invoicing and cash flow processes.
- Manage staff administration processes, including onboarding/offboarding, IT setup and access, and payroll and employment documentation.

Program Coordination

- Create and manage contact sheets, schedules, and tour packs for rehearsals and tours, and coordinate related travel arrangements (flights, accommodation, per diems, and visas), in collaboration with the Executive Director & Co-CEO and Producer.
- Prepare and manage contracts for artists, contractors, casual staff, volunteers, and teachers, and manage casual staff, contractors, and volunteers engaged for Company events.
- Manage data collection processes for all Company activities.
- Support the Producer in managing EOLs, applications, and enquiries for Studio programs, and, in the absence of the Studio Coordinator, cover the set-up and sign-in process for Morning Class and other Company programs.
- Support the coordination of Company events, including catering, schedules, briefing notes, guest lists, and casual contractors, in consultation with the Executive Director & Co-CEO.
- Support the implementation of digital marketing activity (e-news, website, social media), and coordinate marketing collateral and publicity requests, in consultation with the Producer.
- Oversee the updating and maintenance of the Company archive, and participate in planning via Company and staff meetings and strategic planning sessions.
- Support Company initiatives promoting diversity, equity and inclusion (e.g. Disability Action Plan).
- Provide associate producing and project delivery support for the Company's programs, and undertake work outside regular business hours from time to time, including attending and assisting Company events (time in lieu to be provided).

Venue Operations

- Coordinate external hires of WXYZ Studios and Company equipment, including evening and weekend bookings, and undertake the induction of participants and external hirers, in collaboration with the Studio Coordinator.
- Liaise with the public regarding hires, classes, and activities at WXYZ Studios.
- Oversee maintenance of WXYZ Studios, including coordination of cleaning contractors, heating and cooling, pest control, rubbish removal etc, in collaboration with the Studio Coordinator.

Funding, Fundraising & Development

- Support the coordination of fundraising activities and donor relationship management, and track donations and fundraising income, in collaboration with the Executive Director & Co-CEO.
- Support the management of grant processes including applications, reporting, acquittals, and other contractual obligations.

Governance

- Service LGI's Board of Directors through the preparation and collation of papers, monitoring compliance requirements, and attendance and minute-taking at all Board meetings, and lead the preparation of the Company's annual reporting and audit requirements, in collaboration with the Executive Director & Co-CEO.

General

- Any other duties as may be reasonably required.