

Position Description

POSITION DETAILS	
Date of PD	October 2018
Position Title	Company Coordinator – National Theatre of Parramatta
Position Grade	Live Performance Arts Award
Directorate Business Unit	City Identity, Experience & Engagement Riverside Theatre
Reports to	Executive Producer Riverside
Physical Requirements Category	Category 3 - Combined role with some Physical Requirements

POSITION OVERVIEW

KEY RESPONSIBILITIES

- Administer the general activities for NTofP projects including but not limited to the following; Auditions, Developments, Presentations, Productions and Tours.
- Process financial paperwork and contracts required for the delivery of the program.
- Assist the Executive Producer deliver the annual program of performances, events and projects (as required).
- Build and maintain positive relationships with performing companies, promoters, artists, stakeholders, staff, volunteers and audiences.
Assist in developing, maintaining and promoting the National Theatre of Parramatta as a centre of excellence in performing arts, events and exhibitions in Western Sydney region.
- Assist in developing budgets and monitoring allocated funds in consultation with the Executive Producer.
- Prepare program related information and reports for applications, submissions and acquittals.
- Prepare artist and partnerships agreements and assist in negotiations where appropriate.
- Ensure the timely payment of invoices through monitoring payment processes.
- Liaise with the EP and Production Manager to ensure all technical, staging, logistical and servicing requirements of programs are met.
- Organise artist travel and accommodation as required.
- Implement the program of education workshops and Q&A's.
- Conduct post performance program evaluations for artistic, financial and audience reporting purposes.
- Liaise with the Executive Producer with respect to assisting in marketing areas such as:
 - Identifying and growing potential audiences, marketing and promotional opportunities
 - Sales campaigns and target markets
 - Accurate and timely artist and program information
 - Potential promotional and sponsorship opportunities
- Maintain records, filing, and reporting systems.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Knowledge

Qualifications (Level)

- Degree in an Arts or Education related discipline or extensive relevant experience of, typically, up to 3 years.

Experience

- Performing arts administrative expertise and experience.
- Demonstrated knowledge and practical experience of processing accounts.
- Experience with budget preparation and tracking.
- Experience in the arts and creative industries environment.
- Experience in preparing artist and supplier agreements and negotiations where required.
- Experience managing arts education programs.
- Experience in a multi-task environment requiring application of priorities, meeting of deadlines and working under pressure.
- Knowledge of computers and word processing and spread sheeting software.
- Knowledge of Event Management.
- Understanding of venue and programming systems.

Skills

- Good communication skills including ability to maintain effective interpersonal and professional relationships with staff and a wide range of internal and external stakeholders in the performing arts.

Acknowledgement:

I, acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature Date:

Manager's Signature Date: