

ADMINISTRATION

- Manage the performance Space database – including working with the Marketing and Development Manager to collate and manage the implementation of our data into a new platform.
- Work under the supervision of the Marketing and Development Manager to manage selected VIP and program events including guest lists, catering and other logistics
- Manage minutes for staff meetings, meeting room booking and other diary management for the team
- Assist the General Manager with other administrative tasks as required such as office management, board meeting preparation and attending staff meetings

SELECTION CRITERIA:

It is **essential** that the Marketing and Administration Coordinator has:

- Experience in an arts organization or background in the arts
- Experience in delivering a marketing strategy in a fast paced environment
- Excellent organisational and administrative skills including experience in word processing, spreadsheets, databases, mail clients, and working on Mac computers
- Proven experience managing administrative processes with excellent attention to detail
- Comfortable in the usage of Adobe suite (specifically InDesign and Photoshop)
- Exceptional oral and written communication skills including copywriting and editing
- Experience creating EDMs in Campaign Monitor, Mailchimp or similar platforms.
- Experience using Facebook, Twitter and Instagram for marketing purposes
- Demonstrated initiative and an ability to problem solve in the workplace and prioritise competing demands.

It is **desirable** that the Marketing Coordinator has:

- Experience in event delivery
- Experience in using a database such as Salesforce
- Experience working with website CMS
- Some understanding of basic html

SCHEDULE:

July - 2 Aug:	3 days per week
3 Aug – 3 Oct:	4 days per week
4 Oct– 13 Oct:	5 days per week
18 – 24 Oct:	7 days (festival all days)
28 Oct - Dec:	3 days per week

TO APPLY:

Please send the below to stella@performancespace.com.au by **9am Monday** □

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- A cover letter outlining your interest in working with Performance Space as the Marketing and Administration Coordinator, including a statement that illustrates how your skills, knowledge and experience incorporate the key responsibilities and match the selection criteria. (no longer than two pages)
- A curriculum vitae (CV) of no more than two pages listing two references;

If you have any questions please contact:

Vanessa Lloyd

Vanessa@performancespace.com.au

0403 377 464

General Manager

Performance Space is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.