



## JOB AND PERSON SPECIFICATION

**Title of Position:** Administration Coordinator  
**Responsible to:** General Manager  
**Working with:** Marketing and Communications Manager, Creative Producer, Artistic Director  
**Position :** 0.8 FTE (30 hours/week)

### PATCH THEATRE

Patch Theatre has been making and touring professional devised theatre for 4–8 year old children and their families from Kaurua Yerta, in South Australia since 1972. Patch creates world-class arts experiences that celebrate big ideas and explore some of the world's inexplicable questions from a child's point of view.

### POSITION SUMMARY

As a member of the team at Patch Theatre, the Administration Coordinator will work across the organisation to maintain effective administration processes and support company operations to achieve our strategic plan. The Administration Coordinator requires high-level written and verbal communication skills, excellent organisation, collaboration and time management, and a high degree of flexibility and responsiveness.

### JOB SPECIFICATION:

#### Office Management

- General reception and basic administration duties, including answering email enquiries, phone calls, receiving deliveries
- Maintain office supplies and equipment, liaising with office suppliers
- Coordinating meetings – including staff and board meetings – collating papers, creating agendas, taking minutes
- Manage organisational databases for industry, teachers, supporters, invitation lists, and stakeholders
- Supporting all teams with administrative tasks, particularly at busy times: this may include mail-outs, proof-reading, making phone calls, running errands, and responding to enquiries
- Assist with company events such as opening nights – ordering catering, set-up, RSVP management
- Assist with some general operations and logistics tasks as required
- Some after hours or weekend work may be required
- Additional duties as required

#### Education program

- Primary contact point regarding Patch programs for schools and learning facilities – assist with communications, promotions, direct contact



- Liaising with external ticketing providers to support school booking processes and database tracking
- Assist with implementation of marketing promotions, especially the in-schools program
- Liaise with schools to schedule incursion program bookings, including overseeing logistics and artist availability
- Collecting and collating evaluation and feedback

### **Marketing support**

- Marketing admin support
  - Updating marketing kits
  - Support on website administration
  - Proofing content
  - Creating event listings on key websites
- Publicity tracking
- Pulling together data and support materials for reports, applications, and acquittals

### **PERSON SPECIFICATION:**

- High-level knowledge of administrative procedures and office systems
- Demonstrated experience working in an office environment
- General knowledge of the theatre industry
- Excellent personal communication skills
- Demonstrated ability to exercise judgment, take initiative to work both autonomously and within a team environment at a high standard
- A high level of proficiency using computer programs (Word, Excel, Dropbox) - Mac an advantage
- Strong database management skills
- Great attention to detail
- Highly organised with excellent time management skills and the ability to work to deadlines
- An ability to enthusiastically contribute to a small team
- Ability to problem-solve
- Good sense of humour

To submit your application, please email a resume and a cover letter outlining how your experience suits you for this position to [penny@patchtheatre.org.au](mailto:penny@patchtheatre.org.au)