

<b>Position Title:</b>	<b>Administrator</b>
<b>Organisation:</b>	Co3 Contemporary Dance
<b>Employer Type:</b>	Not-for-profit
<b>Location:</b>	King Street Arts Centre, Perth WA 6000
<b>Contract:</b>	One (1) year fixed term, company option to review for further year
<b>Hours:</b>	30.4 hours/week (0.8FTE)
<b>Reports to:</b>	Company Manager and Executive Director
<b>Performance Assessment:</b>	Initial three months, then annually.

## ABOUT CO3

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**Co3 Contemporary Dance**; is the State's contemporary dance company, based in Boorloo, Perth, Western Australia. We are the resident dance company at the State Theatre Centre of WA on the land of the Whadjuk Nyoongar people.

### Co-CEO's

**Artistic Director** Raewyn Hill

**Executive Director** Hilary McKenna

## OUR PURPOSE

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### "To inspire and enrich lives through dance"

Our purpose is to inspire people and enrich lives through engagement with dance by delivering sector leading, contemporary performance and engagement programs for the people of Western Australia, Australia and beyond.

## OUR VISION

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### "A leading contemporary dance company"

Proudly West Australian, Co3 Contemporary Dance is a world class contemporary dance company. By 2030, we are recognised as a leading contemporary dance company in the Australasian region. Our work is influenced by the stories and experiences of our people, our place and our community.

Co3 Contemporary Dance is a courageous artistic house producing extraordinary contemporary dance, created with national and international leaders; at the forefront of Australasian art. With our artistic philosophy fuelling the company's administration and creative endeavours, we represent Western Australia's diverse culture through all that we do. Art and artists are at the heart of Co3. Creativity and ideas are given time and space to develop, to enable the production of highly conceptual work that reflects the contemporary experience.

## ARTISTIC VISION

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### "A courageous, artistic house at the forefront of Australian art"

Proudly based on the lands of the Whadjuk Nyoongar people, Co3 Contemporary Dance is a courageous artistic house producing extraordinary contemporary dance, created with national and international leaders, at the forefront of Australasian art. With our artistic philosophy fuelling the company's administration and creative endeavours, we represent Western Australia's diverse culture through all that we do. Art and artists are at the heart of Co3. Creativity and ideas are given time and space to develop, to enable the production of highly conceptual work that reflects the contemporary experience.

The annual artistic program focuses on the development, creation and touring of major and minor scale works. It includes the creation and development of new work (Create), the remounting of existing work (Curate), and the creation and development of new works through collaborations (Commission).

With the Artistic Director at its creative core, Co3 has a unique two-year programming cycle; one year focused on partnerships and the development of work and brand exposure, and the next year focused on the presentation of new work.



## OUR VALUES

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The essence of Co3 is defined by our behaviors and actions that are guided by our core values of:

- Excellence
- Integrity and Accountability
- Sustainable Practices
- Entrepreneurial Spirit
- Transformation

## EQUAL OPPORTUNITY EMPLOYER

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Co3 Contemporary Dance actively strives for diversity in our teams, in the stories we share on stage and across all areas of our operating, programming and interaction with community. The company is an Equal Opportunity Employer and commits to providing an inclusive and safe environment for everyone. We want our organisation to be a true reflection of our state, representing people with a diverse set of skills, life experiences, cultures and backgrounds. All peoples are considered without regard to age, sex, religion, ethnicity, national origin, sexual orientation or disability. We strongly encourage applications from people of all identity groups, as it is important for us that these voices and perspectives are represented in the work we do.

## PURPOSE OF THE POSITION

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This position seeks a highly organised and motivated Administrator with strong time management skills. This is a great entry-level opportunity for an efficient, adaptable and detail orientated individual who enjoys working as part of a small team in a dynamic office environment. The Administrator is responsible for the efficient and effective management of both the Co3 administrative and artistic sides of the business.

## MAIN RESPONSIBILITIES

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### Office Administration

- Work across each Co3 team to provide administrative support and ensure efficiency.
- Reception duties including answering incoming calls and receiving visitors and deliveries.
- Provide administrative support to Executive Director and Artistic Director as required.
- Manage Co3's general email inbox, promptly responding to general enquiries and/or directing enquiries to relevant staff as required.
- Collect post and manage incoming and outgoing mail and couriers.
- Photocopying, printing and filing as required, including electronic filing.
- Maintain stationery, staff amenities, water and other office supplies.
- Maintain office IT equipment requirements in consultation with Company Manager and IT Service Provider (computers, printer, internet connections, telephones).
- Undertake airline, accommodation and travel related bookings under the direction of all staff.
- Database management. Be willing to learn Tessitura (CRM) with the primary aim of database management.
- Record meeting minutes as required (for Company and project-based meetings).
- Set up meetings (i.e. Board Meetings) and organise catering if required.
- Ensure annual memberships/subscriptions to organisations/publications are renewed subject to approval.
- Maintain Company Calendar and meetings.
- Maintain office presentation and tidiness.



### Finance & Business Development Support

- Administer day-to-day finances including the preparation of weekly finances, staff expense claims for approval, processing of invoices in Xero and oversight of physical and online banking including payments and transfers.
- Work with (or be willing to learn) Xero accounting software in creation of reports and bank reconciliation.
- Work closely with the Finance Manager to facilitate company financial processes.
- Contribute to and assist with grant applications, stakeholder reports and acquittals as required in consultation with Company Manager.
- Assist with research required to support meetings and decision making under direction of Company Manager, Executive Director or Artistic Director.

### Marketing & Events Support

- In collaboration with the Marketing Manager, assist with the creation and transmission of electronic and hard copy promotional collateral and/or mail outs.
- Manage RSVPs for functions and events, allocate and process ticket requests directly with the venue as required in consultation with Development Manager & Marketing Manager.
- Assist with event set up for functions as required including complimentary ticket desk management on Opening Nights and in-season where required.

### Artistic Administration

- Respond to general enquiries about Co3's programs and performances.
- Manage registrations to Co3's public, community and/or sector programs.
- Manage communications to and registrations for school engagement bookings.
- Book studio and/or meeting spaces as required.
- Coordinate Executive Director and Artistic Director's RSVPs and attendance to industry events.

### Other Duties

- This role will require reasonable flexibility to work outside the normal office hours from time-to-time, including evenings and weekends at peak production periods.
- You may be required to apply for or present a Working with Children Check Assessment.
- Any other duties as reasonably required the Company.

## **SELECTION CRITERIA**

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### ESSENTIAL CRITERIA

- Minimum 2 years' experience working in an office environment
- Must be available to work Mondays through to Thursday.
- Highly organised and ability to meet deadlines and manage a number of projects at the same time and with accuracy, displaying strong time management skills
- Display highly developed communication skills both written and verbal
- Be able to work collaboratively, as well as independently
- Display high quality customer service
- Computer efficiency – MS Office: Word, Excel, PowerPoint and Outlook.
- Passion for the arts



#### DESIRABLE CRITERIA

- Working knowledge of Adobe Suite
- Working knowledge of cloud-based storage (Specifically SharePoint)

#### HOW TO APPLY

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If you believe you're right for the role, please send your application by email to [jessicar@co3.org.au](mailto:jessicar@co3.org.au) by **9am (AWST) Monday 6 May 2024** with "Application | Administrator" in the subject line.

Your application must include:

- 1 Page statement outlining why you would like to work at Co3 and how your skills and experience address the requirements of the role.
- A current CV (maximum two pages)

**Applications that do not address the responsibilities & skills required for the role will not be considered.** For more information about Co3, visit [www.co3.org.au](http://www.co3.org.au) or contact Jessica Rogerson, Company Manager at [jessicar@co3.org.au](mailto:jessicar@co3.org.au).

