

Position Description

COMPANY ADMINISTRATOR

Employer Type	Not-for-profit
Location	King Street Arts Centre, Perth WA 6000 and externally as required
Hours	Permanent contract 30.4 hours per week (0.8FTE)
Reports to	Business Manager & Executive Director
Probation Period	Six months
Performance Assessment	Initial three months, then annually

ABOUT Co3 (pron. Koh-three)

Co3 Contemporary Dance is the State contemporary dance company of Western Australia, based in Boorloo (Perth). We are the resident dance company of the State Theatre Centre of WA on the land of the Whadjuk Nyoongar People.

Driven by excellence and collaboration, we have become a progressive platform for the exchange of ideas and stories that reflect the experiences of our community. Our company presents an annual program of multidisciplinary works with unique physicality and expression. We seek to empower and inspire the next generation of artists through our engagement programs.

CO-LEADERSHIP

Artistic Director & Co-CEO Raewyn Hill
Executive Director & Co-CEO Hilary McKenna

OUR PURPOSE

To inspire and enrich lives through contemporary 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

A leading contemporary Australian dance company.

Proudly West Australian, Co3 aims to be recognised as a world class contemporary dance company by 2030. We will do this by progressing the boundaries of the art-form, and through the unique development of our artists.

Driven by our connection to the stories and experiences of our people, our place and our communities, Co3 will become a leading, culturally shaping company of the 21st century.



OUR VALUES

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

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 inclusive and safe environment for people from diverse backgrounds. All peoples are considered without regard to age, sex, religion, national origin, sexual orientation or disability. We strongly encourage all nationalities to submit their interest in working with the company when professional opportunities become available and in participating in our youth and education programs.

We recognise there is still a lot more work to be done and will continue to address systemic racism, cultural misappropriation, unconscious bias, access and inclusion. We continue to explore strategies and policies to address this, and to engage in open and safe debate. There are many challenges in the arts and cultural sector right now, more so than ever before. However, as a sector, we must come together and rise to these challenges and always do right by all in our community.

PURPOSE OF THIS POSITION

This position seeks a highly organised and motivated person 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 Company Administrator is responsible for the efficient and effective management of both the Co3 administrative and artistic sides of the business.

KEY RESPONSIBILITIES

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 and scheduling 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 Business 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.
- Assist with revision and update of company policies and documentation.
- Maintain Company Calendar and meetings.
- Maintain office presentation and tidiness.

Finance and Business Development Support

- Administer day-to-day finances including 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 Business 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 Business Manager, Executive Director or Artistic Director.

Marketing and Events Support

- In collaboration with the Marketing Coordinator, 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 Philanthropy Manager & Marketing Coordinator.
- Assist with event set up for functions as required including complimentary ticket desk management on Opening Nights and in-season where required.

Artistic and Engagement Programs Administration

- Respond to general enquiries about Co3's programs and performances.
- Assist with registrations to Co3's public, community and/or sector programs.
- Assist with 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

- A passion for the arts and its value in our lives.
- Highly organised with strong time-management skills with the ability to meet tight deadlines and manage several projects at the same time and with accuracy.
- Possess exemplary written and verbal communication mastery.
- Excel both collaboratively, as well as independently.
- Display high quality customer service.
- Computer efficiency – MS Office: Word, Excel, PowerPoint and Outlook. Adobe Acrobat or similar desirable.

HOW TO APPLY

If you believe you're right for the role, please send your application by email to Executive Director Hilary McKenna recruitment@co3.org.au by **Sunday 23 March 2025** with "Application | COMPANY ADMINISTRATOR" in the subject line.

Your application must include:

- A statement (1-2 pages) outlining why you would like to work at Co3 and how your skills and experience address the requirements of the role.
- CV, including the names and contacts of at least two (2) professional referees.

Applications that do not address the responsibilities and skills required for the role will not be considered.

For more information about Co3, visit www.co3.org.au or contact Executive Director Hilary McKenna via recruitment@co3.org.au.

