

# SPARE PARTS PUPPET THEATRE

## BOOKING & ADMINISTRATION OFFICER



### THE ROLE

Spare Parts Puppet Theatre is seeking a part-time (25 hours per week) Booking & Administration Officer to join our dedicated team in Fremantle on a short-term contract 3-month contract until end of January 2019, with the possibility of developing into a full-time or ongoing part-time role.

The Booking & Administration Officer is responsible for driving the company's ticketing / front of house and School of Puppetry bookings as well as day-to-day administration. This is a dynamic and multi-faceted role within a small, busy team.

The successful applicant will be highly motivated and organised, have well-developed communication and interpersonal skills, remain calm under pressure and will be able to problem solve and manage their time effectively. The role requires experience in administration duties and basic cash handling and budget management.

### ABOUT US

Based in Fremantle, Spare Parts Puppet Theatre is Australia's flagship puppetry company and a driving force in the puppetry landscape in Australia since 1981. Through puppetry we share stories that celebrate what it is to be human; connecting audiences across generations.

Over the course of our 37-year history we have entertained and enriched the lives of hundreds of thousands of audiences members both in Australia and abroad.

The company is lead by Artistic Director Philip Mitchell and Associate Director Michael Barlow who work with artists from our well-established and ever-growing pool of Company Associates offering skills in writing, design & performance for puppetry.

Our annual artistic program includes performances at our home theatre in Fremantle, touring to schools, theatres and festivals across Australia and abroad, puppetry workshops for children and adults, and artists training and development programs and has an annual audience and participant reach of more than 60,000 people.

Learn more about us at [www.sppt.asn.au](http://www.sppt.asn.au) or [https://issuu.com/sparepartspuppettheatre/docs/sppt\\_bragbook\\_print](https://issuu.com/sparepartspuppettheatre/docs/sppt_bragbook_print)

### SELECTION CRITERIA

The successful applicant will possess the following skills and experience:

- Strong organisational skills and an ability to multi-task
- Strong and confident communicator with well developed interpersonal communication skills
- Experience with SeatAdvisor (SABO) or a similar ticketing system is highly desirable
- Capacity to work autonomously, manage deadlines and show initiative
- Excellent cash handling skills
- Computer skills and experience with Microsoft Word and Excel
- Experience in the arts or education sector (preferred, not essential)
- Current 'C' Class Drivers Licence – Manual (preferred, not essential)
- Current Working with Children's Check or willingness to obtain one

### HOW TO APPLY

To apply send a **cover letter (3 pages max) and a current CV with a minimum of two referees** to [ep@sppt.asn.au](mailto:ep@sppt.asn.au) by the closing date. The cover letter should address the Selection Criteria as listed above.

Applications close at **Midnight on Sunday 21 October 2018.**

Please make the email **SUBJECT: BOOKING & ADMINISTRATION OFFICER APPLICATION - FirstName Surname**

Shortlisted applicants will be invited to interview during the week beginning **22 October 2018.**

For more information contact: Natalie Bell, Executive Producer, 08 9335 5044, [ep@sppt.asn.au](mailto:ep@sppt.asn.au)

## **BOOKING & ADMINISTRATION OFFICER**

**25 hours per week, 8:30am-2:00pm Monday-Friday, 3-month contract**

**\$47,000 - \$52,000 per annum pro rata**

### **FUNCTION OF THE POSITION**

The Booking & Administration Officer is responsible for driving the company's day-to-day administration, box office, ticketing and program / project delivery for the company's School of Puppetry program.

### **ORGANISATIONAL RELATIONSHIP**

- Reports to the Executive Producer

### **DUTIES**

#### **Box Office, Ticketing & Front of House (FOH)**

- Develop and implement event builds in the ticketing system
- Coordinate box office and front of house operations, reconciliation and reporting processes of in-theatre productions
- Collect performance and audience statistics in-theatre seasons, as required
- Ordering and stocktake of merchandise
- Oversee the induction and coordination of casual Front of House staff and Volunteers
- Ensure the FOH area is neat and tidy and oversee any repairs required to FOH displays
- Oversee VIP opening night events catering and hospitality

#### **School of Puppetry**

- Develop and issue quotes for School of Puppetry workshops
- Coordinate the filling-out, printing, distribution and filing of employment, client and/or hire contracts and related financial documents (i.e. Payroll, invoice requests) for School of Puppetry workshops
- Coordinate in-bound School of Puppetry workshops each school holidays
- Work with the Production & Technical Coordinator to ensure a well-stocked and tidy School of Puppetry workshop area

#### **General Administration**

- Updating the Company Databases
- Reception and general administration duties including coordination of petty cash, ordering of stationery, collection of daily mail and banking box office takings
- Oversee the work of relevant work experience and volunteers
- Work collaboratively with other Company staff, including administrative, artistic and production staff as necessary or required
- Assist the Executive Producer and Artistic Director in other administrative duties as required
- Oversee budgets as instructed by the Executive Producer
- Other duties as required by the Executive Producer

### **HOURS**

- Twenty-Five (25) hours per weeks. 8:30am – 2:00pm Monday to Friday.
- 3-month contract until end of January 2019.