

GRIFFIN THEATRE COMPANY

INFORMATION FOR CANDIDATES: PROGRAM AND ADMINISTRATION COORDINATOR



PROGRAM AND ADMINISTRATION COORDINATOR POSITION BRIEF

OUR MISSION

To lead the country in the production of the best new Australian plays.

OUR VISION

Griffin Theatre Company is the only company in Australia dedicated to the production of new Australian plays. We make theatre about now. We believe there is no more important theatre in the country.

Griffin is recognised as essential in the national theatre ecology. Every rewarding Australian story delivered on the Griffin stage builds the confidence of playwrights and audiences in the vital experience it is to have a story told to us, about us, about ideas that matter deeply to us today. We have always been, and will always be, the centre of Australian playwriting: an advocate for writers, and a beacon of excellence in the creation of extraordinary theatre.

COMPANY BACKGROUND

Formed in 1978 by a group of NIDA graduates, Griffin has been shaping the future of Australian theatre for over 35 years, remaining at the forefront of Australian playwriting, and continuing to provide Australia's most promising artists a place to dream, explore and create.

Griffin's home venue, the SBW Stables Theatre, has an outstanding reputation as one of the great birthplaces of contemporary Australian theatre and as Sydney's most intimate professional stage.

Griffin has always been a place of good beginnings. Many artists who began professional careers at Griffin now contribute significantly to the Australian and international theatre, film and television industries.

The list of landmark Australian stories first staged at Griffin is equally impressive. The acclaimed films *Lantana* and *The Boys* began life as plays first produced by Griffin, as did the hit TV series *Heartbreak High*. Many other plays premiered by Griffin are produced regularly throughout Australia and internationally, including Australia's most widely produced play, Michael Gow's *Away*, and Tommy Murphy's *Holding the Man*.

More recently, Griffin's productions have reached wider audiences through co-productions and national tours. Under the artistic direction of Lee Lewis, Griffin is exploring the diverse range of voices that will create the relevant and engaging work our audiences demand.

It's an exciting time for Griffin, and an excellent opportunity to join a dynamic team dedicated to shaping the future of Australian theatre.

POSITION DESCRIPTION

Basis of Employment: Full time, 2 year contract

Hours: 38 hours per week

Employment Conditions: 4 weeks annual leave

Salary Range: \$45,000, plus superannuation

Objectives:

- To assist in the development and delivery of Griffin's artistic programs, including Independent and Main Season productions, and education and artist development programs.
- To be the first point of contact for telephone, email and in-person enquiries at the Griffin office.
- To ensure the smooth running, general maintenance and supply of the Griffin office.
- To provide support to the Customer Services Manager in relation to the smooth and timely processing of subscriptions and other single ticket purchases.
- To provide event coordination and support for all Griffin activities.

Key Internal Relationships:

- Operate under the supervision of the General Manager, and work closely with the Associate Producers on the delivery of Griffin's artistic programs.
- Collaborate with all Griffin team members to coordinate and deliver Griffin programs and events - including liaison with Production, Marketing, Development and Box Office.
- Provide general administrative support to Griffin management.
- With the Customer Services Manager, the Administration & Program Coordinator is the first point of contact on the phone and in-person for Griffin's service providers, subscribers/ single ticket buyers and the general public.

Key External Relationships:

- Artists, agents, producers of Independent season shows, Ambassadors, course teachers and attendees.

Key Duties:

To assist in the development and delivery of Griffin programs, including Independent and Main Season productions, and education and artist development programs

- Coordinate the delivery of the Griffin Ambassadors and Community programs.
- Assist in the development of courses and workshops, including Griffin's Script Club, and coordinate their delivery.
- Assist in the administration and delivery of Griffin's artist development programs, including the Griffin Award.
- Assist in the administration and delivery of Griffin's Main Season productions, Griffin Independent and special events, including coordinating auditions, liaising with artists and agents, the Season launch and other responsibilities as required.
- Coordinate travel and accommodation requirements for company members and artists, including budgeting travel costs, providing itineraries and creating travel info packs.

To provide event coordination and support for all Griffin activities

- Coordinate elements of special events (including Opening Nights, Donor and Fundraising events & Season Launches) by managing schedules, budgets, suppliers and catering as required.

To be the key point of contact for telephone, email and in-person enquiries at the Griffin office

- Provide information and response to general incoming office enquiries (phone, email, in-person) in a timely and efficient manner.
- Assist the Customer Services Manager with the management of ticket requests, ticket returns and subscriber ticket bookings and exchanges, including coordination of subscriber collateral.
- Process phone bookings and assist with general ticketing enquiries.

To ensure the smooth running and general maintenance and supply of the Griffin Office

- Manage the office and develop and implement office procedures.
- Ensure all public office spaces are kept neat and presentable at all times and actively lead the Griffin team to do likewise.
- Manage and develop administrative systems and procedures including maintenance of the telephone system, computer server, photocopier / printer / fax, other information technology and critical administrative infrastructure.
- Coordinate the use of the theatre, office and meeting rooms, including provision of keys and alarm codes to producers, technical staff and other approved users.
- Advise the Security Company on any security changes in relation to the office/venue and after hours contacts, alarm arming times and other security matters as they arise.
- Ensure the maintenance and regular update of all Griffin databases.
- Manage petty cash and banking as required and in coordination with the Customer Services Manager.
- General admin duties as required and directed.

Selection Criteria:

1. Strong administrative and organisational skills and experience within a small to medium-sized arts or event company.
2. Very high proficiency in word processing, database and other Microsoft Office software (especially Microsoft Word, Outlook and Excel).
3. The ability to prioritise, multi-task and meet strict deadlines of multiple projects and programs.
4. A personable, flexible, efficient and consistent communicator with a high level of communication and customer service skills.
5. Passion for the theatre industry / experience in performing arts.
6. Ability to work outside working hours on events and opening nights.

Desirable criteria:

1. Experience with CRM system Tessitura

APPLICATION REQUIREMENTS

Applicants should submit the following:

1. A written application (no more than 2 pages) addressing the Selection Criteria
2. A current CV and contact details of 2 referees.

Applications should be emailed with PROGRAM AND ADMINISTRATION COORDINATOR in the subject line by 5pm on Monday 20 February 2017 to info@griffintheatre.com.au

If you would like to discuss the position in more detail, please contact Karen Rodgers by email on karen@griffintheatre.com.au.