



AUSTRALIAN THEATRE FOR YOUNG PEOPLE

A.B.N. 24 000 816 704

CANDIDATE INFORMATION:

WORKSHOP & ADMINISTRATION COORDINATOR

REPORTS DIRECTLY TO: **WORKSHOP MANAGER**

REPORTS INDIRECTLY TO: **EXECUTIVE DIRECTOR**

Applications close at 9 am (AEST) on Tuesday, 2 April 2024.

LOCATION: ATYP's offices in the Walsh Bay Arts Precinct, Sydney

TERM: Full time, permanent

REMUNERATION: Salary - \$55,000 a year (paid fortnightly) + compulsory superannuation contributions (currently 11.5% of salary)

PLEASE NOTE: The Workshop & Administration Coordinator may be asked to work hours in addition to their contractual hours. In return, the Coordinator will be allowed to take the same number of hours as "Time Off in Lieu", or TOIL. TOIL is authorised by, and managed under ATYP's TOIL policy.

IMPORTANT INFORMATION

ATYP encourages Aboriginal and Torres Strait Islander people, people with disability, who are D/deaf, or neurodiverse, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, transsexual, queer, intersex, and asexual (LGBTQIA+) people to apply.

ATYP values diversity in our workplace. It allows us to better understand and meet the needs of our teams and the communities we serve. It helps foster greater creativity, breadth of experience, and personal growth among our staff, and it's essential to our success. We want to ensure every job applicant is treated fairly and with respect regardless of race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability or conviction for an offence for which no conviction was recorded, a pardon has been granted or the conviction has been spent.

If you are a job seeker with disability, or who is D/deaf or neurodiverse, and would like our Executive Director, Matthew Hall, to contact you about individualised application support, you can:

- send an email to exec@atyp.com.au, or
- if email communication is not accessible to you, call, text or send a voice recording to this mobile number - 0414 678 520.

So that we have sufficient time to respond, please make any request as soon as you can.

ATYP has a hybrid work structure, where our team works from the office and remotely, based on the demands of specific tasks, the work practices of your team, and to provide flexibility to deal with those unexpected, but important, things that occur in your life outside of work. Working from the office is expected when you are undertaking tasks requiring formal or informal collaboration or public interactions. ATYP's usual office hours are Monday to Friday from 9.30 am to 5.30 pm, but at times you may be required to work on evenings and weekends because of the nature of ATYP's services and activities.

POSITION SUMMARY

As a key member of our Workshops team, the Workshop & Administration Coordinator:

- supports the other members of the Workshops team by scheduling, undertaking, and reporting on, day-to-day administration tasks
- provides general project support across Workshops programs, as determined by the Workshops Manager
- provides office reception services (including welcoming guests to ATYP, maintaining the condition of reception and staff amenity areas to the required standard, monitoring the performance of office cleaning contractor staff, answering calls made to ATYP's office phone number, managing responses to emails sent to ATYP's office email address, and responding to enquiries submitted through ATYP's website),
- provides administrative support for other business operations (including external venue hires, information on the annual program, upcoming events, programmed activities managed outside the Workshops program, managing bookings, and general administration tasks, and
- supports the coordination of ATYP's Youth Advisory Board (**YABbies**).

The Workshop & Administration Coordinator reports to and is supervised by the Workshop Manager. In addition, the Coordinator may report to the Executive Director, particularly about office reception and administrative support outside the Workshop team.

The Workshop & Administration Coordinator does not supervise any staff.

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FINAL: Approved by Executive Director

24 March 2024

KEY INTERNAL RELATIONSHIPS

The Workshop & Administration Coordinator must establish and maintain open communications and effective working relationships with all ATYP staff, management, Board, and volunteers.

KEY EXTERNAL RELATIONSHIPS

The Workshop & Administration Coordinator is required to maintain effective working relationships with:

- the ATYP community of ticket buyers, parents of workshop participants, supporters and members of the public.
- young people involved in, or interested in, ATYP's programs
- artistic, production and venue staff and contractors
- ATYP Teaching Artists,
- the other tenants of the Walsh Bay Arts Precinct, especially our neighbours on Pier 2/3, as well as Create NSW and Colliers, the property managers.

DUTIES

The main duties and responsibilities for this role, with or without any reasonable accommodations, are:

- 1. Administration and Office**
 - 1.1. Provide administrative support to Management and staff as required - including assisting in the delivery of the practical elements of ATYP programs such as setting up spaces, arranging catering and greeting program participants.
 - 1.2. Act as the first contact point for the company, responding to and directing general inquiries made in person, on the phone and by email.
 - 1.3. Ensure public office spaces, including the kitchen, are kept neat and presentable at all times.
 - 1.4. Attend to Box Office enquiries and administer ticket changes, in collaboration with the Marketing and Venue departments, as directed by the Executive Director.
 - 1.5. Ensure the smooth running and general maintenance and supply of the office, including ordering office stationery and supplies.

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- 1.6. General administration duties as required including organising travel and courier bookings, taking and distributing meeting minutes, processing payments, and processing mail.

2. Workshop administration

- 2.1. Assisting the Workshops Manager with administrative tasks, communications and resource coordination for the workshop programs.
- 2.2. Ensuring the smooth and timely processing of workshop bookings, refunds and booking confirmations.
- 2.3. In liaison with the Workshop Manager, setting up workshops in the online ticketing system and uploading workshop information to the ATYP website and databases.
- 2.4. Creating and updating workshop rolls.
- 2.5. Collating and communicating late attendance and absenteeism of participants to the Teaching Artists and the Workshops Manager.
- 2.6. Ensuring proper completion of, and filing of, indemnity forms associated with all activities within one week of the activity.

3. Productions and auditions

Assist the Artistic Associate with:

- 3.1. Answering general production enquiries
- 3.2. Developing and maintaining audition spreadsheets and enrolment forms for each production, and
- 3.3. Organising and scheduling auditions, including booking resources and audition venues, and communicating with those auditioning.

4. YABbies

- 4.1. Support the Development Coordinator in arranging regular YABbies meetings, and activities.
- 4.2. Liaise with the Resident Dramaturg and Development Coordinator to support the distribution of scripts to the Script Assessment Panel, and communicating the Panel's recommendations to playwrights.
- 4.3. Support the Development Coordinator in coordinating the Youth Review program including distributing recordings of meetings, processing feedback forms, connecting reviewers with producers, and uploading reviews promptly to the website
- 4.4. Take and distribute meeting minutes, following up on any action items with the person with relevant responsibility.

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5. Other responsibilities

- 5.1. Attending all staff and team meetings, and any other meetings as requested.
- 5.2. Understand and comply with ATYP's policies at all times, including the Code of Conduct and WH&S Policy.
- 5.3. Any other duties as assigned by the Workshop Manager or Executive Director.

KEY SELECTION CRITERIA

Essential:

1. Demonstrated experience engaging with members of the public, with courtesy, respect and a helpful attitude, including dealing with visitors and enquiries received in person, over the phone, by email, and through web-based contact forms.
2. Experience working on Google Workspace, and Microsoft Office (preferably in a Mac environment), and demonstrated capability to learn to use new software and applications.
3. Experience working in a collaborative team, managing tasks and your time, in a hybrid work structure.
4. Proven ability to manage your time to work efficiently and meet prescribed deadlines, including coordination with the work schedules of other team members
5. Ability to prioritise tasks, resolve conflicting priorities, and offer practical solutions when responding to unexpected issues or changes in plans.
6. A focus on the success of projects, the team, and the organisation, over your success or recognition, as demonstrated by a willingness to help others, unselfish sharing of knowledge, resources and contacts, and asking for assistance when needed.
7. Have, or the ability and willingness to obtain within three months of commencement of employment, a current NSW Working with Children Check.

Great to have:

8. Experience in theatre or the performing arts.
9. Experience working with young people or in an environment related to young people.
10. The ability to travel around Walsh Bay, the CBD, eastern suburbs, inner west and lower North Shore.

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How to apply

Applications close at 9 am (AEST) on Tuesday, 2 April 2024.

Your application must:

- address all of the selection criteria
- include your up-to-date resume
- include details of two referees, and
- be received by ATYP by the application closing time.

Strong applications will also tell us why you are passionate about working with young people, and why you want to help ATYP enrich the lives of young Australians through transformative theatre experiences.

There is no prescribed format for your application. You may submit in the format that communicates your skills and experience in the most effective way, and with which you are most comfortable using (as long as we can access, read and save your application without having to subscribe to or acquire any additional software or hardware).

You may submit your application attached to an email sent to workshops@atyp.com.au. If email communication is not accessible to you, please call, text or send a voice recording to our Executive Director, Matthew Hall, using this mobile number - 0414 678 520.

About ATYP

Australian Theatre for Young People (affectionately known by all as **ATYP**) is the national youth theatre company. We exist to connect young people with the professional theatre industry locally, regionally, nationally, and internationally. ATYP was founded on this principle in 1963. It's what continues to drive us today.

ATYP specialises in integrating professional theatre practice with a supportive youth theatre process. We love working with all levels of the arts industry, from the most celebrated national companies to the smallest youth theatres. Our work supports young people from their first theatre experience to their first professional production.

At ATYP we believe the best way to learn is by creating and by doing. Our high-quality workshops give young people opportunities to work together in creating their own shows, expressing their views, and performing for an audience. All workshops are affordable for young people and are accessible.

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Our Workshops team delivers workshops throughout the year, at ATYP's venues in the Walsh Bay Arts Precinct (including the world-class "Rebel Theatre", "The Popsy" and "The Lab") and other performance spaces across Sydney. ATYP's annual workshop program includes:

- weekly ensemble classes
- school holiday intensive classes
- Young Industry Studios (for participants who have not turned 18)
- Industry Studios (for emerging artists between 18–26yo), and
- regional partnerships, delivering or supporting programs in regional communities.

You can read more about ATYP, our workshop programs, and our other programs [here](#).

Remember, you must submit your application before **9 am on Tuesday, 2 April 2024**. Don't leave it to the last minute!