

<b>Position Title:</b>	Staging Department Administration Coordinator
<b>Division:</b>	Technical and Production
<b>Department:</b>	Staging
<b>Classification / Level:</b>	P&A5
<b>Ordinary working hours &amp; days:</b>	Working hours will vary depending on theatre activity in any given week but will average 37.5 ordinary hours, between Monday to Sunday.
<b>Reporting to:</b>	Head of Department - Staging
<b>Positions reporting to this role:</b>	Nil
<b>Significant working relationships:</b>	<ul style="list-style-type: none"> <li>• Head of Department - Staging, Production staff including Heads of Departments, Production Coordinators and Production teams</li> <li>• External customers (other theatre and arts companies, general public, visitors, artists)</li> <li>• Facilities Services Team, Patron Services Operations Coordinator</li> <li>• Internal customers (employees of Adelaide Festival Centre Trust)</li> </ul>
<b>Decision Making/Purchasing Authority:</b>	Within delegated limits of authority
<b>Special Conditions:</b>	A requirement for a reasonable amount of overtime, particularly during festival periods, may be requested by manager, from time to time.
<b>Information on Adelaide Festival Centre</b>	<p>Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.</p> <p>Adelaide Festival Centre is located on Kurna Yarta. We respect First Nations people around Australia and acknowledge the Kurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.</p>
<b>Department Overview</b>	The Production Services department is a service provider to shows and events being held within Adelaide Festival Centre venues. The department comprises of Production Coordinators, Staging, Lighting, Sound, Wardrobe and Stage Management
<b>Summary of Key Purpose:</b>	Provide professional and administrative support to the Staging Department including maintaining and improving effective office procedures.

<b>Key Result Area / Accountabilities:</b>
<b>Production</b>
Working with limited direction, provide professional administrative support to the Staging Department.
In consultation with the Head of Department - Staging, coordinate expenditure within the Staging Department This includes processing purchase orders and invoices, generating all invoices for reimbursement for the Production Department and coding all Charge Sheets.
Coordinate and reconcile petty cash floats for the Staging department as required including Festival floats and day to day production petty cash float.
Generate and manage rosters for all Staging Department crew in conjunction with the Head of Department - Staging and Production Coordinators.
From time to time and in consultation with Head of Department – Staging, undertake purchasing of production and technical equipment
Coordinate with Head of Department - Staging to ensure new employees complete all mandatory pre-employment requirements before commencement.
Maintain electronic filing systems, archiving and other records management for the Staging Department as per Adelaide Festival Centre records management requirements
Manage departmental Asset Registers and WHS policy/procedures documentation
Facilitate travel arrangements for the Staging Department as required.
Lodge all Staging Department new starter information, including email groups, with IT to ensure new starters are able to access ITC as required on commencement
Ensure all settlement information is reviewed and approved within the five- day turn around, providing correct information to finance for final settlements
In conjunction the Production Coordinators schedule staffing and access requirements for school tours as required.
<b>Time and Attendance Software (TimeTarget)</b>
Support Head of Department – Staging in TimeTarget rostering practices
<b>General responsibilities</b>
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
Perform any other duties as directed by the manager, within level of skills, experience and competence.
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the <i>Code of Ethics for the South Australian Public Sector</i> .
Demonstrate appropriate behaviour and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and Harassment in the workplace
<b>EBMS (Event Business Management System)</b>
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.

<b>Records Management</b>
All records created within the conduct of AFCT business to be managed in accordance with AFCT's Record Management Policy, associated policies, procedures and legislation.
<b>Work Health &amp; Safety Responsibilities (WH&amp;S)</b>
Care for your own and others' health and safety.
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Comply with any reasonable instruction from the department, so far as you are reasonably able.
Cooperate with all reasonable departmental policies and procedures.
Comply with the WHS legislation.
Wear and maintain Personal Protective Equipment (PPE) as directed.
Use other safety and emergency equipment provided in the workplace.
Assist with and conduct risk assessments.
Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.
Implement WHS policies, procedures and safe systems of work.

Key Competencies:	Requirement
<p><b>Qualification / Education</b></p> <p>Completed recognised administrative or other business-related qualification / training or be willing to undertake similar qualification.</p>	<p>Highly Desirable</p>
<p><b>Technical / Business Skills/ Personal Attributes</b></p> <p>Sound communication and interpersonal skills;</p> <p>Previous experience working in an administrative role in a busy office environment;</p> <p>Sound filing and record keeping skills;</p> <p>Previous experience collating reports;</p> <p>Ability to use initiative and work with minimal supervision;</p> <p>Utmost confidentiality and discretion;</p> <p>High degree of computer literacy including MS Office products;</p> <p>Good time management and organisational skills;</p> <p>Proactive, enthusiastic, results orientated focus;</p> <p>Desire to contribute to a happy, healthy work environment;</p> <p>Sound numerical skills;</p> <p>A passion for and strong understanding of the arts/entertainment industry.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><b>Experience</b></p> <p>Experience with financial management systems and reporting.</p> <p>Experience with rostering of staff.</p> <p>Experience with administering databases (i.e. WHS or maintenance systems).</p> <p>Experience working within an arts centre organisation.</p>	<p>Highly desirable</p> <p>Desirable</p> <p>Highly desirable</p> <p>Highly desirable</p>

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Signature of Incumbent:

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Date: