
EXECUTIVE ASSISTANT TO THE ARTISTIC DIRECTOR/CEO – Part Time

Introduction

Melbourne Theatre Company (MTC) is the oldest professional theatre company in Australia, the largest theatre company in Victoria and one of the major performing arts companies in Australia. It is a semi-autonomous department of the University of Melbourne.

Southbank Theatre, which was purpose-built for the MTC in the Southbank arts precinct, commenced operation in 2009. Southbank Theatre comprises the Sumner Theatre with 500 seats and the Lawler Studio (a rehearsal or a flexible performance space), state of the art back of house and front of house facilities, function spaces, a bar and café and other amenities.

Southbank Theatre is available for hire by external organisations when it is not needed for MTC performances and events.

We also perform in the Playhouse and Fairfax theatres of Arts Centre Melbourne.

Corporate Objectives**Our Vision**

To enrich lives with understanding and empathy through the storytelling power of the finest theatre imaginable.

Our Artistic Purpose

To produce classic and contemporary Australian and international theatre with style, passion and excellence in order to entertain, challenge and enrich audiences.

Strategic Goals

- Establish new audiences – young people, families, Melbourne’s Theatre Community
- Develop new artistic relationships and partnerships across the artistic community
- Create a national presence with an international profile
- Deliver a new look MTC (Aesthetic style, new Artistic team, stronger commitment to Australian writing, explore artistic boundaries)
- Deliver a multi-faceted theatre program centred on diverse experiences which is flexible and financially sustainable.

MTC’s annual income comprises of approximately 10% government subsidy with the rest self-generated through box-office receipts, sponsorship and fundraising.

The Company usually presents 11 - 12 plays in a Melbourne subscription season, a season of plays in its Studio space as well as touring productions intra- and interstate. MTC also has an extensive Education program, and a program of

commissioning and developing new Australian work.

The Company employs approx. 93 staff on an ongoing basis and up to 400 casual staff as actors, directors, designers and in other creative and production roles.

Purpose of the Position

To provide support and service to MTC's Artistic Director who is also MTC's CEO. The duties of the position involve regular and occasional responsibilities. It requires a combination of initiative and willingness to respond to the Artistic Director's personal needs.

Responsibilities Duties include but are not limited to:

Administrative/Secretarial Support to the Artistic Director

- Diary coordination and, managing appointment bookings and confirmations, including data input of: all relevant additional information, names and phone numbers of all attendees, their CVs (if relevant), previous correspondence in matters for the meeting (if relevant), location and duration of meetings, theatre shows etc.
- Drafting outgoing correspondence
- Administrative assistance such as phone messages and filing
- Coordinating the AD's local, national and international travel and accommodation arrangements, in cooperation with MTC's Casting Executive when required
- Managing all aspects of the Artistic Director's day-to-day activities
- Researching creative topics – including productions and individuals – upon request
- Liaising internally and externally on behalf of the Artistic Director – upon request
- Coordinating and maintaining of office systems, equipment and supplies
- Keeping the AD's office stationery supply updated
- Keeping the AD's contacts list updated and clean of duplication and errors
- Liaising with Board Members and Government stakeholders as required on behalf of the AD, as well as patrons and supporters as required
- Being on-hand at official functions (as required) and opening nights to support the AD

Additional Company Support

- Provide back up support to Executive Director in the absence of the Executive Administrator
 - Maintain the Creatives' 'Bible' (the key schedule of plays and the artistic team's activities)
 - Manage all board room bookings
 - Maintain a database of external productions attended by MTC Artistic team
 - Limited switchboard relief when required
 - Additional tasks as required, and as directed by the Artistic Director including Artistic and Producing Department support
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Skills & Attributes

This position requires someone who has a calm and mature approach to work and is capable of working independently on important projects whilst also willing to do a range of sometimes boring but necessary tasks.

Being proactive is essential. Anticipating the needs of the Artistic Director, being a step ahead on what they might need for meetings, speeches, policy documents, references, research, etc is a key part of the/role.

A general knowledge/understanding of theatre and an empathy with artistic personnel and the day-to-day demands on personnel working in the high stress environment of a major performing arts company is essential.

The successful candidate will need to:

- Be proactive
 - Be flexible
 - Have an excellent eye for detail, proofing and checking and rechecking numbers
 - Have an ability to prioritise effectively
 - Have initiative
 - Have an effective telephone manner
 - Have excellent communication skills, both verbal and written
 - Be efficient and proficient in word processing, spread sheets and internet research and general IT knowledge
 - Be happy to take direction with the ability to generate work independently
 - Have an ability to multi-task with ease
 - Have sensitivity to the pressures of the AD's job as both AD and CEO of MTC
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Key Relationships

This position reports directly to the Artistic Director and works closely with the Creative Team.

Other relationships include those with:

Executive Director

Executive Administrator – This position works closely with the Executive Administrator to coordinate the activities of both Directors and to provide back up when the Executive Administrator is out of office.

Other MTC Departments

- Management
 - Ticketing Department
 - Marketing Department
 - Development Department
 - Theatre
 - PR and Communications Department
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Environmental Health & Safety

All MTC staff are responsible for the following safe work procedures and instructions:

- All employees are to comply with the EHS manual
 - Adopt work practices that support EHS programs
 - Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
 - Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor
 - Must not wilfully place at risk the health or safety of any person in the workplace
 - Participate in meetings, training and other environment, health and safety activities
 - Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
 - Wear personal protective equipment as provided
 - Use equipment in compliance with relevant guidelines, without wilful interference or misuse
 - Must cooperate with MTC management in relation to actions taken by MTC to comply with Occupational Health and Safety and Environmental legislation.
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Conditions

MTC is an equal opportunity, smoke-free, family friendly employer.

The position is offered on a part-time basis at 0.8TFE. Ordinary hours of work are 7.5 per day, 4 days per week.

Conditions include four weeks annual leave per annum pro rata, statutory superannuation, an in-house subsidised canteen and complimentary theatre tickets.

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