



## Programs & Productions Assistant

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Theatre Kimberley, based in Broome, is a small, dynamic, arts organisation that creates high-quality performing arts opportunities with and for Kimberley communities.

Everything we do is guided by our commitment to: artistic and organisational excellence; community, creativity and connection; diversity; inclusion; collaboration, and innovation.

Theatre Kimberley (TK) is seeking someone to join Theatre Kimberley's small but dedicated team to assist us with our programs and productions. If you are passionate about creating arts opportunities with diverse communities, and would enjoy the challenge of completing a wide range of tasks in a fast-paced environment, please get in touch.

### The role will assist TK staff to:

- Communicate with project participants and partner organisations
- Organise logistics and travel for visiting artists and TK visitors
- Promote TK activities
- Evaluate TK activities
- Prepare documents and other materials as required
- Prepare grant applications and acquittals
- Complete a broad range of other tasks as required

### Selection Criteria:

#### Essential

- Able to work effectively under pressure to produce accurate results
- A positive outlook and willingness to learn
- Strong administrative skills and experience
- High professional standards and excellent attention to detail
- Excellent verbal and written communication skills
- Able to work both as a member of a team and independently depending on the task
- Strong organisational and time management skills
- Advanced IT skills in word processing, spreadsheets, emails
- Competent keyboard and Internet skills
- Willing to undertake a diverse range of tasks as required
- Social media skills and experience, particularly Facebook and Instagram
- Broome resident
- Australian driver's license

#### Desirable

- Proven project management experience
- Basic graphic design skills (preferably with Canva)
- Experience with mainstream media
- Experience taking high-quality photos and/or videos
- Current WWC check

This position is between **12 – 16 hours/week**.

Depending on skills and experience, it could be combined with other roles we are looking to fill ie Administration Assistant (4 hours/week) and/or Communications Assistant (4 hours/week).

Theatre Kimberley offers a flexible work place. Days/times worked, and the option of additional 'Leave Without Pay' during Broome's wet season, are negotiable.

This position is for a 12 month fixed term contract and ideally the applicant will be able to commit for at least 12 months. Funding permitting, there is potential that the position will be ongoing, and that the role and responsibilities, hours and pay will increase.