



Theatre Kimberley – Administration Support

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 administration. 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:

- Maintain efficient office systems and documentation
- Prepare reports, documents, and other materials as required
- Maintain our member and supporter database
- Update the TK website
- Respond to queries
- Complete a broad range of other tasks as required

Selection Criteria:

Essential

- Strong administration skills and experience
- A positive outlook and willingness to learn
- Strong organisational and time management skills
- Advanced IT skills in word processing, spreadsheets, emails
- Competent keyboard and Internet skills
- Able to work both as a member of a team and independently depending on the task
- Good verbal and written communication skills
- Willing to undertake a diverse range of tasks as required
- Broome Resident
- Australian driver's license

Desirable

- Experience taking notes and/or meeting minutes
- Experience creating website content
- Current WWC check

This position is initially for **4 hours/week**.

Depending on skills and experience, it could be combined with other roles we are looking to fill ie Program & Productions Assistant (10 - 16 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.