



## Theatre Kimberley – Administration Support Officer

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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 offers a flexible workplace - days, times, the possibility of working from home and the option of additional 'Leave Without Pay' are negotiable.

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 being part of a team that creates exciting 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

- A positive outlook and willingness to learn
- Strong administration skills and experience
- Good time management skills
- Competent 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
- Australian driver's licence

#### Desirable

- Experience taking notes and/or meeting minutes
- Current WWC check
- Broome Resident

<b>Employment Basis:</b>	Part time, 12-month contract with possibility of extension
<b>Hours of work:</b>	4 hours/week
<b>Reports to:</b>	Theatre Kimberley Leadership Team
<b>Remuneration:</b>	Rates of pay dependant on skills and experience; super included.
<b>Other:</b>	This role could be combined with other roles we are looking to fill, ie Communications Assistant (4 hours/week) and/or Programs & Productions Assistant (10-18 hours/week).