



Programs & Productions Assistant

Theatre Kimberley, creates high-quality performing arts opportunities with and for Kimberley communities.

We are guided by our commitment to artistic and organisational excellence; community, creativity, connection, diversity, inclusion, collaboration, and innovation.

Theatre Kimberley (TK) is looking for a passionate person based in Broome, to join our small, supportive team to assist with our programs and productions. If you enjoy working with diverse communities, and are excited by the challenge of a wide range of tasks in a fast-paced environment, we'd like to hear from you.

We seek someone who can work independently, complete tasks efficiently, and collaborate effectively in a team.

Theatre Kimberley offers a flexible workplace with negotiable days, times, remote work options, and the possibility of additional leave without pay.

Our ideal candidate will work 8 to 10 regular hours per week, with the ability to increase their hours during busy times around productions and projects.

The successful candidate will:

- Communicate with project participants, volunteers, artists and partner organisations
- Prepare documents and other materials to support the artistic program
- Promote TK activities
- Organise logistics and travel for visiting artists and TK visitors
- Assist with grant applications and acquittals
- Complete a broad range of other tasks as required

Selection Criteria:

Essential

- A positive attitude and willingness to learn
- Good administrative skills and experience
- Able to work effectively under pressure
- Able to manage a diverse range of tasks simultaneously
- Excellent attention to detail
- Excellent verbal and written communication skills
- Able to work both as a member of a team and independently
- Good organisational and time management skills
- Competent skills in word processing, typing, spreadsheets, emails, Internet
- Social media skills and experience, particularly Facebook and Instagram
- Broome resident
- Driver's license - valid in Australia

Desirable

- 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

Employment Basis: Part time, 12-month contract with possibility of extension.

Regular Hours: 8-10 hours/week, some work outside of office-hours required.

Additional Hours: Up to full-time for short periods, to be negotiated.

Reports to: Artistic Director

Remuneration: Rates of pay are dependent on skills and experience.