Position Description

Office Administrator

Position Title: Office Administrator
Department: Touring and Commercial
Location: Based at Melbourne Opera Centre, but may be required to work and/or be based at other company work locations, as required.
Classification: Administration
Employment Type: Ongoing
   Full time

The Company

Opera Australia is Australia's national opera company, dedicated to enriching Australia's cultural life with exceptional opera and sustaining and developing the art form.

Opera Australia is the largest and busiest performing arts organisation in Australia, with over 600 opera performances a year, including two opera seasons in Sydney and Melbourne, Opera on Sydney Harbour, musical theatre, opera concerts and a range of other activities. Through its touring arm, the Company reaches out to communities in regional Australia, and delivers an exciting program to school students. Opera performances are broadcast and distributed nationally and internationally.

Opera Australia casts its productions from an ensemble of Australian artists - opera singers, dancers, conductors and repetiteurs, with regular appearances by international guest artists. The Company manages the Australian Opera and Ballet Orchestra and also works in partnership with Orchestra Victoria. The Company works with leading directors and designers, and employs a large number of highly skilled people in the areas of scenic construction and painting, wardrobe and wig-making, stage production, and management and administration. Overall, the Company plays a vital role in developing and sustaining a specialist skills base in this unique area of the performing arts.

For further information please refer to our website at opera.org.au.

The Touring and Commercial Department

The Touring department is a producing unit within Opera Australia's Touring and Commercial division. Its aim is to bring great opera to all Australians, regardless of where they live. The annual core activities of the Touring department include a nation-wide Regional Tour of a fullscale opera and two Schools Tours to primary school students across metropolitan and regional Victoria and New South Wales. The Touring department also develops innovative new works for touring using various presentation models including co-productions and is constantly looking for new ways to present opera and to bring new audiences and the next generation to opera.

The Regional Tour aims to reach significant adult and student audiences beyond the Sydney and Melbourne seasons while continuing to explore ways to deepen its engagement with the communities it visits. Working with local presenters and networks, the Regional Tour enables Australians to access and engage with professionally-staged opera within their own communities.

Opera Australia’s Schools Tour introduces young Australians to opera and the experience of live performance as well as enhancing classroom learning in the areas of music and drama. The Schools Tour performs a range of traditional and contemporary operas that are specially designed and adapted for K/prep – 6 students. Each 50-minute in-school performance is followed
by an interactive Q&A session and is supported by a teacher’s resource kit. The Schools Tours perform for between 70,000 and 80,000 students a year.

In association with the Regional Tour, Schools Tours and OA’s in-theatre activities there are also numerous opportunities for communities to be involved in opera as participants in educational projects, workshops and accessibility programs specially tailored to meet a community’s needs.

Position Summary

Provide office and finance administration support to the Touring and Commercial department based at the Melbourne Opera Centre. As the primary resource for all office and finance administration, the Office Administrator will be required to undertake a broad range of duties to support the Touring and Commercial department.

Reporting Line

Reports to: Executive Producer Touring and Commercial

Key Accountabilities

- Undertake finance administration duties for the Touring and Commercial department including invoice requisitions, purchase order requisitions, supporting accounts payable, management of petty cash
- Act as key liaison between Touring and Commercial department and Finance department on matters such as Accounts Payable and Payroll
- Coordinate payroll for the Touring department
- Undertake reception duties for the Melbourne Opera Centre including answering phones, recording messages and triaging enquiries
- Undertake administrative duties such as management of office supplies and coordination of meetings
- Maintain a clean and presentable office
- Act as key liaison with the building contractors including facilities management, cleaners and IT staff
- Act as key liaison with external hirers
- Coordinate site inspections
- Coordinate travel requirements of interstate staff
- Provide executive support to the Executive Producer Touring and Commercial including management of diary and coordination of all travel requirements
- Assist production teams at Arts Centre Melbourne during performance seasons including supporting Opening Nights and Opera Lounge activities
- Provide executive support to the Opera Australia Chief Executive Office and Artistic Director when in Melbourne
- Other administrative and support duties as required

Common Accountabilities

Opera Australia is committed to the health, safety and wellbeing of its staff. The company and its staff must comply with a range of statutory requirements, including equal opportunity, work health and safety, privacy and trade practice. The Company also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working. Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

All staff must:

- Treat other staff and members of the public with respect
- Act with integrity and meet the company’s high standards of personal and professional conduct
- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others;
- Report incidents and hazards to their immediate manager as soon as practicable.

**Key Selection Criteria**

- At least four years' proven experience in office or finance administration within a fast paced environment
- Working knowledge and experience in administration functions such as diary management, purchase requisitions and receptionist duties
- Excellent organisational skills and the ability to multi task and manage conflicting requirements
- Team Player with an outstanding ‘can do’ attitude and customer focus
- Excellent time management skills
- Attention to detail and a considered and thorough approach to tasks
- Advanced Microsoft office skills
- Business or administration qualifications are desirable
- An interest in performing arts, specifically opera and musical theatre is desirable

**Other considerations**

Appointment to this position is subject to the position holder having residency status and/or possessing a visa with work rights. Appointment may also be subject to passing a mandatory Working with Children check, where required by law. For some positions, an independent health and fitness check or criminal records check may also be required.

Basically 9-5 with occasional evening and weekend work.
Light manual handling.

This position description will be reviewed on a regular basis and changes made to reflect changes in the requirements of the role. Staff will be consulted in the process of review.

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<tr>
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| Name: Alex Budd  
Title: Executive Producer,  
Touring & Commercial  
Date: | Name:  
Title:  
Date: |