

Office Administrator (full time) – Barking Gecko Theatre

For over 30 years, Barking Gecko Theatre has been creating world-class theatre for children and their families.

The Company has an exciting opportunity to join our team as Office Administrator. Ideally you will have a passion and commitment to arts and children's creativity, be able to demonstrate initiative and operational flexibility with a strong attention to detail, and as a key member of a small but highly talented team be able to manage your time effectively.

You will be enthusiastic with a keen sense of humour and able to work across the organisation and with key stakeholders, supporters and suppliers.

Barking Gecko particularly encourages applications from First Nations people, people with disability, people from culturally and linguistically diverse backgrounds and people who identify as LGBTQIA+.

The role reports to the Chief Executive Officer/Executive Producer.

About Barking Gecko Theatre

Barking Gecko is a locally cherished, nationally significant company that creates and tours world-class theatre for children and their families. Our award-winning history of innovation and excellence inspires audiences to imagine the world anew. We are honoured to make our work on Whadjuk Country, the ancestral lands of the Noongar people.

In addition to theatre productions, Barking Gecko also delivers **Gecko Ensembles** – out of school drama classes for children aged 5-17. These classes support young people to explore their imaginations and tap into their creative potential. It is where self-expression leads to self-confidence. Gecko Ensembles operate in multiple locations across WA.

Barking Gecko's **Creative Learning Program** increases children's access to professional theatre productions through subsidy schemes and deepens their experience through resources and engagement programs. Creative Learning also delivers School Drama in WA, a teacher professional learning program that puts quality literature and drama strategies at the heart of primary school literacy programs.

About the role

The role offers the opportunity to work across Barking Gecko's activities and includes, though not exclusively:

General Administration

- Day to day office management and supplier liaison
- General enquires – phone calls, emails, post, walk ins
- Records management
- Sourcing and maintenance of office equipment, furniture, stationary, supplies
- Schedule and minute staff meeting
- Book rooms/venues and arrange catering for meetings
- Managing office IT subscriptions, services and equipment
- Point of contact for IT Support

Finance

- Credit card reconciliation
- Updating finance documents/report templates

Events

- Event brief development and coordination
- Supplier liaison
- Invitation lists and RSVPs

Artistic and Production

- Administration support during production and rehearsals
- Printing & distribution of material for productions & creative developments, auditions

Creative Learning

- Assist the Creative Learning team with school bookings including invoice generation, payment follow up and seating plans.

Marketing

- Support Marketing & CRM Manager as required with social media & website

CRM/Ticketing

Working with the Marketing & CRM Manager, provide support for the effective operation of Tessitura, Barking Gecko's ticketing, fundraising, customer relationship management CRM including

- Data entry
- Maintain data integrity
- Generate stakeholder lists

Fundraising

- Coordinate stakeholder events
- Assist with supporter communication & mailouts
- Research potential supporters
- Gather content for stakeholder reporting

Barking Gecko Theatre can offer you:

Mentoring by WA's leading and specialist arts workers

- Work in nationally focused organisation
- Professional development from entry level position
- Understanding of operations of a small to medium theatre company

Requirements

- Strong attention to detail with a passionate and confident attitude
- Passion/commitment to performing arts sector and children's creativity
- Able to work as a key member of a small highly professional team
- Initiative and flexibility
- Ability to prioritise multiple tasks
- Experience in data base management desirable

Please provide your resume and covering letter, detailing your ability to fulfill this important role for our team to gecko@barkinggecko.com.au
Applications close 5pm Tue 30 November

For a confidential discussion, please initially contact Willie Rowe on (08) 6184 4905 or 0417 931 254.