



THEATRE ROYAL

SYDNEY

The **Administration Assistant** is a **full time** role which will provide the highest level of administration support to the General Manager and Theatre Royal Sydney team. Key roles and responsibilities include assisting with events, preparing weekly settlements and financial statements, assisting the Digital Marketing and Ticketing teams with updating content, covering Stage Door attendant duties, and preparing and maintaining WHS documentation.

This is a **full-time role**. For further information about this role, please refer to the **Position Description** below.

To submit your application, please submit your current resume to trsrecruitment@trafalgarentertainment.com.au with the Subject Line *Administration Assistant*
Application by Friday 18 June 2021, 5:00pm.

Early applications are encouraged as suitable candidates may be invited to attend an interview prior to the closing date.

Applications are open to those with full working rights in Australia. Trafalgar Entertainment is an Equal Employment Opportunity Employer.



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Position Description

POSITION: Administration Assistant
REPORTING TO: General Manager

Job Function:

Provide the highest level of administration support to the TRS team. Be a team player and willingness to assist where required to facilitate world class theatre productions and the best customer experience possible.

Key Responsibilities:

- Provide the highest level of administration support to the General Manager and TRS team
- Assist with the collation and distribution of information for show producers
- Assist the HR team and managers to prepare induction packs for all new starters
- In collaboration with the General Manager prepare weekly settlements for producers and verify against staffing time sheets and ticketing reports
- To assist the Finance Manager in preparing banking and reconciling financial statements
- To assist the Digital Marketing team with each opening night and other event invite lists and coordination of VIP tickets
- Be a key point of contact for VIP and Partnership ticketing enquiries
- Be a key point of contact for VIP and Partnership venue hires
- Liaise with the Digital Marketing and Ticketing team to ensure the Theatre's website is up to date
- To assist on events taking place at TRS including partnerships, VIPs, education events, media calls etc.
- In conjunction with the Food and Beverage and Front of House Managers ensure that uniform stock is maintained, and laundered and staff appearance is monitored
- Work in collaboration with the TRS Digital Marketing and Ticketing team to ensure industry best practice in use of the Customer Relationship Management (CRM)
- Have excellent working knowledge in the CRM system to ensure implementation of data protocols, maintaining the database and records for all VIPs and Partnership contacts
- As required assist the Digital Marketing team to update web content
- Assist the Technical Manager and General Manager in preparing and maintaining Work, Health and Safety documentation
- Cover Stage Door attendant duties and Stage Door breaks when required
- In conjunction with FOH team log all items of property which are found or reported lost
- Any adhoc duties as and when required including evenings and weekends