



Marrugeku is seeking an **Administrator** to assist our small team in delivering local, national, and international activities. We are looking for a highly organised, motivated person with great attention to detail, an ability to multi-task across a wide range of projects and areas of activity and thrive in a fast paced environment.

Note that Marrugeku has an aim to increase the diversity of the organisation's core team, and so preference will be given to Indigenous candidates.

Position Title: Administrator

Hours of work : Permanent Full-Time
(38 hours a week – days and hours in the office are flexible)

Location: Broome or Perth

Salary: \$65,000 to 75,000 per annum commensurate with experience + 11.5% superannuation

ABOUT THE COMPANY

MARRUGEKU is Australia's leading Indigenous intercultural dance theatre company based in Broome, with offices also located in Perth and Sydney's Carriageworks.

Marrugeku pursues powerful new forms of cultural knowledge and the survival, preservation and growth of Indigenous story, dance and language through the making of new intercultural performance work. Our productions tour throughout the Kimberley region, and Australia, to other Indigenous contexts internationally and throughout the world.

Marrugeku is led by co-Artistic Directors: choreographer/dancer Dalisa Pigram and director/dramaturg Rachael Swain. Working together for nearly 30 years, they co-conceive and facilitate Marrugeku's productions and research projects, introducing audiences to the unique and potent structures of Indigenous knowledge systems and the compelling experience of intercultural performance. Marrugeku's patron is Yawuru law man and national reconciliation advocate Senator Patrick Dodson.

Further information on the Company may be found at: www.marrugeku.com.au

KEY RELATIONSHIPS:

Reports to:

- General Manager

Internal Relationships

- Program Producer
- Impact Producer
- Production Manager
- Co-Artistic Directors
- Artists and creatives



External Relationships

- Purposely (Range Business Services) – Bookkeeper
- IT contractor
- Social Media Coordinator
- Venue and Festival presenters

ABOUT THE ROLE

The Administrator will work closely with the General Manager, as well as the Program Producer, the Impact Producer, the Co-Artistic Directors and Production Manager to play a vital role in the day-to-day delivery of Marrugeku's new productions, touring, artist development, research projects and community engagement. The role will involve a range of administrative tasks and responsibilities across projects, office and financial administration, marketing and communications support, connecting with Marrugeku artists from first nations and intercultural backgrounds.

KEY TASKS / AREAS OF ASSISTANCE

OFFICE AND FINANCE ADMINISTRATION

- Support in-house finance systems and records,
- Sourcing quotes and production costings with General Manager to support accurate budget processes,
- Liaise with artists and staff in payroll requirements including completion of onboarding process,
- Engage with the Management Team in drafting weekly production pay schedules,
- Support the General Manager in processing the weekly payroll,
- Support management of the Marrugeku calendar and coordinating meetings,
- Where required, draft agendas and take meeting notes to update in slack,
- Support Marrugeku's filing processes through Box,
- Oversees Marrugeku's suite of digital systems, currently including slack, Box, vimeo, mailchimp and Trello,
- Collect post from post office, maintain office supplies and tidiness,
- Further develop streamlined administrative processes as required, assisting to identify areas of need.

PROJECT ADMINISTRATION

- Organise logistical requirements for domestic and international touring activities,
- Book rehearsal space and studio hire,
- Act as lead contact with the company performers, creative artists and production crew on pre-tour logistics, and assist as required,
- Support the Program Producer and Impact Producer in drafting and distributing company contracts,
- Draft company touring packs, contact sheets and schedules,
- Support the Producers with maintaining invite lists to opening night and process artist complimentary ticket requests,
- Support the General Manager in compiling support materials for grant applications,
- Support data collection, evaluation and statistics for reporting to funders and board.



MARKETING AND COMMUNICATION SUPPORT

- Assist in the co-ordination of marketing collateral and publicity material for all company activities,
- Liaise with Social Media Coordinator to share production information for newsletter items and social media activity,
- Liaise with artists to gather headshots and biographies,
- Fields marketing requests from presenters,
- Manage the regular updates on Marrugeku's website,
- Assist in the regular communications to the board of directors and company artists,
- Maintain Marrugeku database in mailchimp.

OTHER AREAS OF RESPONSIBILITY *may include:*

- On the ground event management logistics in Broome and the Kimberley,
- Hosting artists whilst they are in Broome,
- Support General Manager to liaise and coordinate board meetings.

Plus other duties as may be reasonably required.

The identified role is designed to be responsive to the level of experience of the applicant – artists, administrators, emerging and professional arts workers are encouraged to apply.

ABOUT YOU

- Previous experience in an administrative role, familiarity with Microsoft Office suite: Word, Outlook, Excel, PowerPoint,
- Experience using Xero, Mailchimp desirable but not required,
- A great attention to detail,
- Excellent communication skills and ability to work with a diverse range of people,
- Enthusiastic, hard-working, diligent attitude with an ability to multi-task across a wide range of projects and areas of activity and thrive in a fast paced environment,
- A keen interest in working in the performing arts, with artists and First Nations cultures and communities is desirable but not required,
- Cultural competency and First Nations arts and cultural literacy,
- A WA driving licence is preferable but not required.

TO APPLY

Your application could be a short video or written statement addressing the selection criteria, a CV and the names and contact details of two references. If you want to discuss the position further, please email General Manager Guy Boyce on gm@marrugeku.com.au or call 0408 013 870.

Applications close Sunday 7 July 2024

It is anticipated that interviews will take place week commencing 8 July 2024.