

EVENTS ASSISTANT

Position Title:	Events Assistant
Salary	\$48,000 p.a .based on 76 fortnight+Super (neg. based on experience)
Terms of Contract	Full-time

Central Coast Arts Ltd is a not for profit performing arts organisation located on the Central Coast, NSW. It operates and manages theatres which deliver performances, events, and workshops across all genres such as music, comedy, circus, dance, and drama.

Central Coast Arts Ltd supports local and touring arts productions, creative development, and local community arts groups, as well as conferences, functions, and visual art exhibitions. Its program consists across all forms of arts from comedy, drama, contemporary music, classical hires, from touring productions and in-house productions, as well as facilitating other cultural and artistic activities in the Region.

The Art House Wyong comprises:

- a 500 seat Proscenium Arch Theatre with automated full fly tower
- a flexible Studio Theatre space with a 146 people seating capacity (and the ability to use the space for rehearsals, performance, functions and conferences)
- display foyer with café and bar
- box office
- catering facilities (including a commercial kitchen)
- a meeting room

POSITION OVERVIEW

The Events Assistant works with the Presenter Team to contribute towards the direction, operational delivery, and administration across all Events / Performances / Exhibitions / Workshops etc.

This includes all aspects of delivering events such as bookings, contracts, ticketing, marketing, merchandise, reconciliation, and general logistics across all events and programming.

The position involves working closely with multiple stakeholders including clients, hirers, producers, companies and community groups.

The position may be required to work in the evenings and on weekends in line with any event / performance requirements.

ROLE RESPONSIBILITIES

The position of Events Assistant is a key role in the planning, delivery, and overall positive experience for both our audiences and clients. The Events Assistant reports to the Presenter Services Manager and will:-

- Assist in all phases of event planning, including issuing contracts, cost estimates, logistics, and client management.
- Preparation of running sheets, which includes compiling and distributing information relating to events / performances to the wider team.
- Ensure the venue is set up per each events requirement, and that all aspects of the event are organised.
- Work closely with the team to plan and deliver high quality experiences for hirers, customers, and audiences.
- Act as a key point of contact for event planning including attending production meetings, creating event schedules, risk assessments and reporting.
- Assist with communicating and coordinating with corporate, commercial hirers, touring and community groups.
- Work with other departments including ticketing, marketing, catering, and production to ensure all aspects of the event / performance are understood and delivered.
- Assist in areas across the organisation including Box Office, Front of House, Duty Manager and others as required.
- Provide administrative support as required - no two days are the same!
- Help maintain event timelines, schedules, budgets, and paperwork.
- Problem-solve last-minute changes or challenges, ensuring the event continues to run in a seamless manner, with minimal disruption to public patrons.
- Conduct Post-Event Wrap-Up and assist with reconciliation and reports.
- Demonstrate excellent time management and organisational skills, with experience in coordinating and delivering tasks within deadlines, paying close attention to detail while maintaining customer service as a priority.
- Understanding of WHS in performing arts venues / events.
- Other duties as required

SUPERVISION AND REPORTING	
Reporting to	Presenter Services Manager
Key internal stakeholders	All Central Coast Arts Ltd venue team, Board of Management, casual staff, visiting hirers and artists, visiting touring staff, service contractors, suppliers, venue catering.
Key external stakeholders	<ul style="list-style-type: none"> • Local, State & Federal Government departments • Local business and other community organisations • Arts funding bodies, hirers, promoters, artists, touring companies, members, benefactors, industry associations, service organisations • Patrons and the general public of the Central Coast region
Qualifications and Experience	<ul style="list-style-type: none"> • Previous experience organising events of any size <p>Examples of relevant experience or transferable skills</p>
Selection Criteria	<ul style="list-style-type: none"> • Excellent organisational and multitasking skills. • Strong communication skills, both verbal and written. • Ability to work in a team environment and collaborate with others. • Attention to detail. • Comfortable working under pressure and meeting deadlines. • Proficient with Microsoft Office Suite (Word, Excel, PowerPoint) and event management software (a plus). • Flexibility to work evenings, weekends, and as needed. • Positive attitude and proactive approach to problem-solving.
Police Records Check	The incumbent must have and maintain a current Police Records and Working with Children Check.
Special conditions	<p>The position may be required to work at weekends or evenings.</p> <p>Conditions of employment shall be those as prescribed from time to time in the Live Performance Award.</p> <p>The position is subject to the venue operating as a financial ongoing concern which includes funds received through grants which may be subject to performance requirements and conditions.</p>

The above position description reflects the essential functions of the position at this time, however this list is not finite and duties may change as required.

Position Enquiries

Enquiries in relation to this position should be directed to:

Anne-Marie Heath, Executive Director, The Art House

02 4335 1485 anne-marie@theartousewyong.com.au