

JOB DESCRIPTION FORM

JOB TITLE: Administration Assistant His Majesty's Theatre	POSITION NUMBER: 13541	CLASSIFICATION: Level 2
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AWARD PSA 1992 / PSGOCSAGA 2017	EMPLOYMENT TYPE Fixed-Term, Full-Time
DIRECTORATE Venue Operations	TEAM Venue Management HMT
POSITION REPORTS TO 13765, Manager Venue Operations, Level 5	POSITIONS REPORTING TO THIS POSITION Nil
PURPOSE OF POSITION The Administration Assistant provides administrative and event support to the Manager His Majesty's Theatre (HMT) and the venue management team.	
CONTEXT The Perth Theatre Trust (the Trust) is a statutory authority established and constituted under the <i>Perth Theatre Trust Act 1979</i> to oversee the management and operation of theatres vested or leased to the Trust by the State Government. The Trust is responsible for the care, control, management, maintenance, operation and improvement of theatres under its control which currently includes the Albany Entertainment Centre, His Majesty's Theatre, Subiaco Arts Centre and the State Theatre Centre of WA. It operates as a portfolio organisation in the Department of Local Government, Sport and Cultural Industries.	



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STATEMENT OF DUTIES

Accounting

- Data process all venue accounts using 'Ungerboeck' accounting package, and process all electronic purchase orders. Maintain the integrity of the system.
- Processing of all invoices for accounts payable and accounts receivable including recovery of wages, equipment/venue hire.
- Reconcile all events for accounts receivable and payable.
- Input relevant show data into EBMS, function scripting and show reconciling within EBMS, to allow invoicing by Corporate.
- Prepare cash floats for promoters merchandise and programmes.
- Banking and receipting of non-debtor payments in accordance with Company Policy including tour monies, programme and merchandise sales.
- Provide accurate reports to show expenditure in line with operational budgets.
- Provide administrative support to the Manager HMT and Manager Venue Operations, as required.

REGISTERED
DEPARTMENT OF LOCAL
GOVERNMENT, SPORT AND
CULTURAL INDUSTRIES

Initials: CC

Date: 24.04.2018

Administrative

- Provide high level of administrative support to venue management, as required.
- Establish and maintain archive database, archiving all completed show and function paperwork.
- Collect, distribute and post internal and external mail for the venue.
- Receive guests and clients and handle enquiries in a timely manner.
- Assist venue management in maintaining and updating the Business Management System.
- Ensure the building is opened, closed, locked and alarmed on a daily basis.

Other duties as required with respect to the skills, knowledge and abilities of the employee.

Compliance and Legislative Knowledge

- Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation.
- Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.



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<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Experience working in an Accounts role with an understanding of accrued expenses, banking and reconciliations. 2. Demonstrated excellent telephone, administration, interpersonal and customer service skills, preferably gained in a venue management and/or similar hospitality, event industry. 3. Proven experience in Ungerboeck or a similar accounting package. 4. High level of experience in Microsoft Outlook, Word and Excel software. 5. Demonstrated strong organisation skills, ability to work independently and under pressure to strict deadlines. 6. Previous cash handling experience. <p>Desirable</p> <ol style="list-style-type: none"> 1. Experience in use of event management / functions software or similar 2. Experience in use of Photoshop software. 3. First Aid Certificate. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. HMT Event management staff 2. PTT Corporate Office 3. Hirers, patrons and tenants of the Theatre <hr/> <p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1. Maintaining accurate records management system. 2. On-time reporting of all venue related transactional data to corporate office. <hr/> <p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> 1. A current (within 6 months) National Police Clearance certificate must be supplied. 2. The Perth Theatre Trust is a 7 day a week operating environment, there may be some requirement to work weekends and after normal business hours. <hr/> <p>LOCATION</p> <p>This position is based in Perth, however employees may be required to travel and work at any of the Perth Theatre Trust metropolitan venues as required.</p>
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Manager Signature: **Date:**/...../..... **Employee Signature:** **Date:**/...../.....