

# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Administration Assistant Albany Entertainment Centre	<b>POSITION NUMBER:</b> 14443	<b>CLASSIFICATION:</b> Level 2
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<b>AWARD</b> PSA 1992 / PSGO CSA GA 17	<b>EMPLOYMENT TYPE</b> Fixed Term, Part Time
<b>DIRECTORATE</b> Venue Operations	<b>TEAM</b> Albany Entertainment Centre
<b>POSITION REPORTS TO</b> Manager Albany Entertainment Centre, level 7	<b>POSITIONS REPORTING TO THIS POSITION</b> Nil

## PURPOSE OF POSITION

The Administration Assistant provides administrative and event support to the venue management team.

## CONTEXT

The Perth Theatre Trust (the Trust) is a statutory authority established and constituted under the *Perth Theatre Trust Act 1979* 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.

The Perth Theatre Trust is part of the Culture and Arts Division, brought together by the Department of Local Government, Sport and Cultural Industries (DLGSC).

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## STATEMENT OF DUTIES

### Accounting

1. Data process all venue accounts using EBMS management package and process all electronic purchase orders. Maintaining the integrity of the system.
2. Processing of all invoices for accounts payable and accounts receivable including recovery of wages, equipment/venue hire.
3. Reconcile all events for accounts receivable and payable.
4. Input relevant show data into EBMS, function scripting and show reconciling within EBMS, to allow invoicing.
5. Prepare and manage Petty Cash.
6. Prepare and manage Front of House floats for merchandise and programme sales.
7. Reconcile merchandise and programme sales.
8. Banking and receipting of non-debtor payments in accordance with company policy including tour monies, programme and merchandise sales.
9. Provide accurate reports to show expenditure in line with operational budgets.

### Administrative

10. Provide high level of administrative support to venue management, as required.
11. Answer phone calls greet members of the public, hirers and patrons and answer general enquires.
12. Order stationary as directed by management.
13. Establish and maintain archive database, archiving all completed show and function paperwork.
14. Collect, distribute and post internal and external mail for the venue.
15. Receive guests and clients and handle enquiries in a timely manner.
16. Ensure the building is opened, closed, locked and alarmed on a daily basis.
17. Manage meeting room bookings.
18. Input venue statistics in EBMS, event management software and into venue statistic spreadsheets.
19. Manage venue key log and issuing of keys.

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

### Compliance and Legislative Knowledge

- Comply with Department of Local Government, Sport and Cultural Industries 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><b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>Experience working in an Accounts role with an understanding of accrued expenses, banking and reconciliations.</li> <li>Demonstrated excellent telephone, administration, interpersonal and customer service skills, preferably gained in a venue management and/or similar hospitality, event industry.</li> <li>High level of experience in Microsoft Outlook, Word and Excel software.</li> <li>Demonstrated strong organisation skills, ability to work independently and under pressure to strict deadlines.</li> <li>Previous cash handling experience.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>Experience in use of event management functions software or similar.</li> <li>Experience in use of Photoshop software.</li> <li>First Aid Certificate.</li> </ol>	<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>Corporate Services</li> <li>AEC employees</li> <li>Hirers and patrons of the theatre</li> </ol>
	<p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>Maintaining accurate records management system.</li> <li>On-time reporting of all venue related transactional data to corporate office.</li> </ol>
	<p><b>SPECIAL CONDITIONS</b></p> <p>Nil</p>
	<p><b>LOCATION</b></p> <p>This position is based in Albany.</p>

**REGISTERED**  
DEPARTMENT OF LOCAL  
GOVERNMENT, SPORT AND  
CULTURAL INDUSTRIES

Initials: CC Date: 28.03.19

**Manager Signature:** ..... **Date:** ...../...../..... **Employee Signature:** ..... **Date:** ...../...../.....