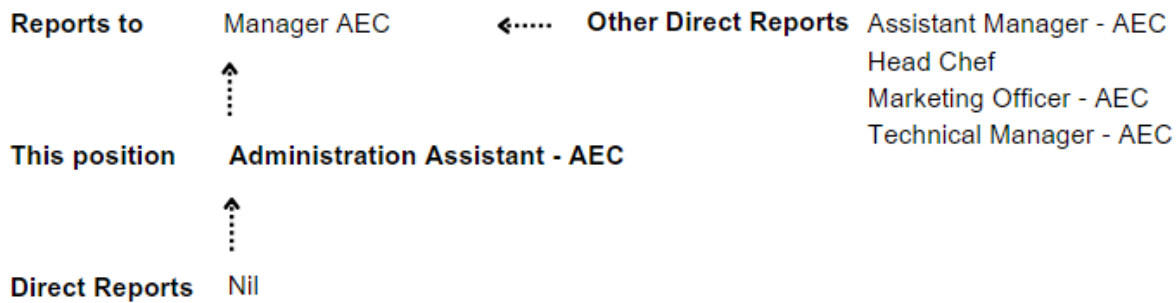


# Administration Assistant - AEC

14443

<b>Level</b>	2	<b>Agreement</b>	Public Sector CSA Agreement 2024
<b>Directorate</b>	Event Services		
<b>Team</b>	AEC		
<b>Location</b>	Albany Entertainment Centre		



## Purpose

The **Administration Assistant** provides administrative support to the Albany Entertainment Centre venue management team.

## Responsibilities

### Administrative

1. Process settlement of non-programmed and programmed events.
2. Provide high level administrative support to venue management as required.
3. Input venue statistics in USI, event software and into venue statistics spreadsheets.
4. Create the Front of House production guide prior to each performance.
5. Manage venue key log and issuing of keys.
6. Book AEC security monthly.
7. Book accommodation for artists performing in AEC programmed events.
8. Establish and maintain archive database and archives all completed show and function paperwork.
9. Collects and logs incoming and outgoing mail in AEC share drive mail register. Distribute both internal and external mail for all departments.
10. Answers telephone calls and general enquiries in a friendly and timely manner.
11. Organises meetings and provides research and special project support when required.
12. Ensures the building is opened, closed, locked, and alarmed when first or last to arrive or leave.
13. Order stationary as directed by management.

### Accounting

1. Data process all venue accounts using USI management package and process all orders electronically.

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2. Maintain the integrity of the system, ensuring adjustments are made when pricelists, contacts and details are revised.
  3. Processing of all invoices and accounts payable and accounts receivable including recovery of wages, equipment/venue hire.
  4. Reconcile all events for accounts receivable and payable.
  5. Input relevant show data into USI, function scripting and show reconciling within USI to allow for invoicing.
  6. Prepare and manage petty cash including quarterly certification.
  7. Prepare and manage Front of House floats for merchandise and programme sales.
  8. Banking and receipting of non-debtor payments in accordance with company policy including tour monies, program and merchandise sales.
  9. Provide accurate reports to show expenditure in line with operational budgets.
  10. Other duties as required that fall within the parameters of the position.

### **Compliance and Legislative Knowledge**

1. Complies with the Code of Conduct, policies and procedures and relevant appropriate legislation; and
2. Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## **Work Related Requirements**

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### **Essential:**

1. Experience working in an Accounts role with an understanding of accrued expenses, banking, reconciliations and cash handling.
2. Demonstrated excellent telephone, administration, interpersonal and problem-solving ability in a customer service environment.
3. Demonstrated organisation skills, with ability to work independently and under pressure to strict deadlines.
4. High level of computer skills including use of Microsoft Outlook, Word and Excel software.
5. Ability to understand and operate within ACT mission, vision and values.

### **Desirable:**

1. Experience in event management functions software or similar.
2. Experience in use of photoshop software.
3. First Aid Certificate.

### **Other Requirements:**

1. ACT venues are a seven (7) day a week operating environment and there are requirements to work weekends and after normal business hours.

## Qualification and License Requirements

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N/A

<b>Organisational Purpose</b>	To grow and support Western Australia's cultural and creative industries through the optimisation of our venues and activation of spaces
<b>Directorate Purpose</b>	Event Services - Works across multiple venues and spaces to ensure they are event ready.
<b>Team Purpose</b>	NA
<b>Position status</b>	0.8 Permanent/part time
<b>Last updated</b>	