



ADELAIDE FESTIVAL CENTRE

## Vacancy

### **MARKETING ADMINISTRATION ASSISTANT**

- **Full time vacancy on a 3 year fixed term contract**
- **Develop your career at heart of the arts in South Australia**
- **Based in Adelaide CBD**
- **Ideal opportunity for a Marketing/Administration Graduate & Arts Enthusiast**

## About the Adelaide Festival Centre Trust

Established in 1973, Adelaide Festival Centre Trust (AFCT) is the creative hub of South Australia and leading Asia Pacific cultural centre. The AFCT produces a bold, exciting and extensive program of festivals, events and performances all year round to inspire educate and entertain audiences from a variety of ages, experience and cultures. The AFCT prides itself on providing constant support, development and maintaining a positive work environment for all employees whilst upholding exceptional customer service to external organisations and patrons, as the home of performing arts in South Australia.

## About the vacancy

The Adelaide Festival Centre hosts an eventful program of performances each year showcasing some of the world's best performers. To assist in the organisation of these shows we are looking for an enthusiastic marketing professional to help facilitate and support the administration component of the Marketing Department. This vacancy will be offered on a full time fixed term contract of three (3) years.

Reporting to the Director, this position will be a key support to the Marketing department for all marketing administration and record responsibilities. To be a successful candidate you will need to be able to build relationships with various levels of authority and be able to prioritise your time effectively to meet deadlines to help achieve organisations goals.

If you enjoy working in a fast paced environment, thrive on participating in new challenges and have experience in an administration capacity, we would love you to apply!



## Responsibilities

- Update sales spreadsheet for management reporting and prepare sales tracking graphs.
- Maintain departmental finance records, including reconciliation of credit cards and petty cash.
- Process purchase orders and raise invoices as required.
- Coordinate seat-drops and handouts of marketing collateral throughout all Festival Centre venues including Her Majesty's Theatre.
- Ensure marketing collateral throughout foyers is up to date and displayed neatly.
- Assist with maintaining ticketing spreadsheet and the distribution of vouchers for promotional activity.
- Assist with venue signage e.g. ensuring banners, lightboxes and blackboards are up to date.
- Provide general administrative support and assistance to the Department as required, including answering phones, taking messages, filing, arranging couriers, collecting and distributing mail.
- Other duties as reasonably directed that are consistent with the skills and experience commensurate with the responsibilities of this position.

## Competencies and Skills

- Sound communication, interpersonal, written administration skills.
- Experienced with MS Office suite of products (word, excel, outlook).
- High attention to detail.
- Ability to work autonomously and within a team environment.
- Ability to think laterally.
- Sound time management skills and ability to prioritise work loads
- Sound problem-solving skills
- Experience working in a fast paced environment.
- Administration/marketing qualifications will be considered.



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## Benefits and Culture

The Adelaide Festival Centre Trust offer a range of benefits to its employees including salary packaging, flexible working arrangements and staff price tickets to shows, festivals and productions.

## Applications

All applications will be treated in strict confidence and must include a cover letter stating your potential contribution to this role, the relevant skills and experience you can offer Adelaide Festival Centre, together with a current resume identifying relevant career, personal and educational achievements.

For more information about this position and the Adelaide Festival Centre, visit the Employment page on our website [www.adelaidefestivalcentre.com.au](http://www.adelaidefestivalcentre.com.au).

Enquires can be directed to Danielle Watts, Director, Marketing at [danielle.watts@adelaidefestivalcentre.com.au](mailto:danielle.watts@adelaidefestivalcentre.com.au)

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**Please submit all applications via SEEK by 5:00 pm AEST Monday 23 October 2017.**

**<[www.seek.com.au/job/34586654?type=standout&userqueryid=8226036cb518bdf1d bb62d0efb0a84cd-9502631](http://www.seek.com.au/job/34586654?type=standout&userqueryid=8226036cb518bdf1d bb62d0efb0a84cd-9502631)>**