



CAAP Administration Co-ordinator

Contemporary Asian Australian Performance (CAAP) is seeking an experienced and motivated individual for a part-time contract role as Administration Co-Ordinator. This role supports the Executive Producer in running the day-to-day tasks and forward planning of CAAP's operations.

Duties include:

- General administration including basic bookkeeping; managing day to day correspondence; booking accommodation and travel; preparation of documents for board meetings
- Maintaining the company website
- Marketing including maintaining the company's social media presence and preparation of regular EDMs
- Assistance with research, grant writing and acquittals
- Assist with project management of company activities such as the Longhouse Networking Program, creative developments and productions.

Hours of work: 20 hours per week – mostly during regular business hours but occasionally required on evenings and weekends to assist with company events.

Salary: \$55,000 - \$60,000 pa (pro rata) plus statutory superannuation and holidays

Length of contract: 12 months including 3 months probation

Location: CAAP is a Resident Company at Carriageworks, 245 Wilson Street, Eveleigh

SKILLS AND EXPERIENCE

- Interest in, and knowledge of the arts, particularly performing arts
- Excellent written and verbal communication skills
- Arts administration experience
- Proficiency with Microsoft Word, Excel, Powerpoint, Xero, Mailchimp
- Social media experience
- Excellent organisational skills
- Meticulous attention to detail
- Ability to work unsupervised

CAAP is the only professional arts company dedicated to making exceptional contemporary Asian Australian work for all audiences. We engender greater cultural diversity in the performing arts in Australia by producing cross art form works of the highest quality and by developing, nurturing and championing Asian Australian artists to take their place on stages nationally and internationally.

Applicants of Asian Australian background are encouraged to apply.
Further information: admin@caap.org.au

TO APPLY: Please provide a CV accompanied by a cover letter outlining relevant skills, experience and why you wish to work with CAAP. Include at least two professional referees. Email your application to admin@caap.org.au by **5pm Friday 31 May 2019**.