

CHUNKY MOVE

POSITION DESCRIPTION OFFICE AND PROGRAM COORDINATOR

Role Summary

PURPOSE OF THE ROLE

The Office and Program Coordinator plays a key role within our organisation as the friendly and helpful 'face of Chunky Move' at our front desk. They are instrumental in ensuring the smooth operation of the Chunky Move office by coordinating the administration of Chunky Move's annual program of activities, supporting our Executive team and facilitating the coordination of the company's performance against the strategies and goals in the company's Equity Action Plan.

The Office and Program Coordinator is responsible for coordinating the administration of the company's public classes, education programs and artist residencies and they manage a team of Front of House staff and casual teachers. The Office and Program Coordinator contributes to financial administration and coordinates the administration and communications of our Board.

WHO WE ARE LOOKING FOR

An enthusiastic and capable individual to join our hard working and passionate team. Knowledge of the Australian dance and/or arts sector is desirable but not essential.

Chunky Move is an equal opportunity employer. We strongly encourage applications from First Nations people, people from a culturally and linguistically diverse background, Deaf, disabled and neurodiverse people, and people from the LGBTIQ+ community.

To be eligible for apply for this role, applicants must have existing Australian work rights.

SELECTION CRITERIA

Essential Skills and Experience:

- Interpersonal skills, including excellent written and verbal communication.
- Administrative and clerical skills including confidence using a wide variety of online platforms and applications including databases, website management, booking sites, e-mail applications, etc.
- Organisational and time management skills
- Financial administration
- Ability to work in a fast-paced and, at times, distracting environment
- Self-motivation
- Adaptability

Desirable Skills:

- Understanding of the Australian Performing Arts sector.

Company

ABOUT

Chunky Move and is one of the most influential contemporary dance companies in Australia. Under the creative leadership of Artistic Director Antony Hamilton, Chunky Move creates bold, visually striking and genre defying dance works that merge the body with other artistic mediums. Our works interact with varied spaces and presentation contexts and are underpinned by an ethos of collaboration and experimentation. Artists and audiences are at the heart of Chunky Move and our partnerships and projects aim to increase the visibility of contemporary dance as an everyday artform. We are deeply committed to fostering an inclusive and accessible environment for our artists, audiences, staff and volunteers and we are invested in the growth and diversity of audiences for dance in Australia.

Chunky Move is a not-for-profit company and is supported by the Victorian Government through Creative Victoria, the Commonwealth Government through the Australia Council and by the City of Melbourne through its ACIP program.

HISTORY

Chunky Move was founded by Artistic Director, Gideon Obarzanek and Executive Producer, Angharad Wynne-Jones in 1995. The company quickly established itself as one of Australia's most innovative, awarded and recognised performing arts companies, setting an early precedent for Australia by eschewing an ensemble model and embedding artistic reinvention. Under the Artistic Directorship of acclaimed Dutch choreographer, Anouk Van Dijk (2012 – 2018), Chunky Move continued to provide creative exploration for audiences, dancers and collaborators. In December 2018, Antony Hamilton, Kristy Ayre and Freya Waterson were appointed to lead the company providing an invigorated artistic and organisational capacity to evolve Chunky Move for a new generation of artists and audiences.

Reporting Structure

The Office and Program Coordinator reports directly to the Executive Director / co-CEO.

Working Structure

In undertaking the duties of this position, the Office and Program Coordinator will be required to work cooperatively with all Chunky Move personnel and contractors.

Hours

This is a full-time role. Standard hours are within Monday – Friday, 9am–5.30pm, with a lunch break. Occasional out of business hours work will be expected but the company has a TOIL policy to support any overtime.

Location

Chunky Move is located on the unceded lands of the Boon Wurrung and Wurundjeri people of the Kulin Nations. We respectfully acknowledge the significant contributions of Australia's First Peoples and are committed to supporting the continuity of culture and relationship to this land.

We are located at 111 Sturt St, Southbank in a building we share with neighbouring arts organisations ACCA and Malthouse Theatre. Our office is spacious, airy and all facilities are accessible, with a wheelchair accessible tram-stop nearby.

Remuneration

Salary (based on experience) range between \$60,000 – \$68,000 per annum plus Superannuation and all entitlements.

Employment Term

This is a two-year contract, with a three-month probation period, renewable subject to funding outcomes and organisational strategy.

Ideal start date: mid-October 2022

Key Tasks / Responsibilities

Office Administration

- Manage all reception duties including incoming calls, distribution of messages from answering machine and general info@chunkymove.com email account, incoming and out-going mail, coordinating couriers and general office traffic.
- Maintenance of office supplies including stationary, postal items and printer supplies.
- Maintain relationships with office service providers.
- Maintain staff amenities and ensure that the office is maintained as a clean and functional working environment. Acts as main point of contact with cleaning contractors.
- Diary management support (meetings, performances & invitations) for the co-CEOs as required.
- Travel and accommodation arrangements for Executive staff as required.
- Manage and maintain all office equipment and research and report on options for purchase and repair of new office equipment.
- Coordinate regular team meetings to record staff observations and performance against Chunky Move's Equity Action Plan (reported annually).

Program

- Coordinate offsite company activity in conjunction with the Producing and Production team including booking flights, accommodation and organising visas, in liaison with external partners as required.
- Create tour books and coordinate company briefings.
- Maintain and collate statistical data of company activities, for reporting to government stakeholders.
- Assist the Executive Director and Program Producer when and if required in all areas related to Program Management.

In House

- Coordinate and schedule the classes program, including scheduling casual classes and series, booking teachers, managing online booking system (Mind Body) and creating digital and hard copy schedules.
- Facilitating class sign-ins for morning classes.
- Manage the team of casual FOH staff, for public classes and special events.
- Coordinate Chunky Move's Experience for Schools education program, including responding to school workshop enquiries and taking bookings, scheduling teachers and managing invoicing.
- Manage the administration for Choreolab, WAG x Chunky Move, Choreographer in Residence and Maximised/Minimax artist residency programs.
- Manage incoming secondment enquiries and work placements.
- Manage Studio Hires in consultation with the Production & Operations team.

Finance

- Assist with financial administration including preparing accounts payable and receivable, for processing by the Finance Administrator, on a weekly basis and preparation of weekly banking reconciliation.
- Reconcile all credit card payments against receipts regularly.
- Manage, monitor and reconcile all office petty cash expenditure and organise approved reimbursements.
- Manage, monitor and reconcile all class takings and income for other programs and bank regularly, providing all necessary paperwork to the Finance Administrator.
- Manage, monitor and reconcile individual donations and other philanthropic income providing all necessary paperwork or reports to the Executive Director / co-CEO and Finance Administrator.
- Monitor spend on stationary and staff amenities in accordance with annual budget allocation.
- Collate FOH timesheets in preparation for payroll.

Human Resources

- Manage, update and maintain general staff and Board contact list.
- Manage, update and maintain all staff personnel files, i.e. keep up to date contact, bank, super and next of kin details on company CRM system Salesforce.
- Maintain internal documents, such as staff inductions kits, leave forms, timesheets and other templates.
- Coordinate the training, induction, coordination of and communication with FOH staff.
- Ensure all FOH team are first-aid qualified and have been inducted as an emergency and health & safety warden.

Event Support

- Manage guest lists and RSVPs for program outcomes, performances, workshops and events under the direction of the Executive Director/co-CEO and in conjunction with the Marketing and Communications Manager.
- Assist with the coordination of media and VIP functions for Chunky Move including briefing notes, guest list management, catering, signage, entertainment etc. in conjunction with the Marketing & Communications Manager, Executive Director/co-CEO.
- Attend Company events and assist with out-of-hours front of house services as required.

Corporate Secretarial

- Prepare and distribute Board Agenda, papers and minutes.
- Attend and minute general Board meetings and Strategy days.
- Arrange catering for Board meetings.
- Arrange and book flights and accommodation for interstate Board members.
- Maintain Board contact list and Board Register.

How to Apply

If you believe this is the right opportunity for you, please email your application to kristy@chunkymove.com.au by **5pm Sunday 4 September**. Please include the subject line: CONFIDENTIAL application Office and Program Coordinator

We will be assessing applications as we receive them and may invite interviews at any time, with any final interviews taking place on Wednesday 7 September 2022.

Your application should introduce yourself, speak to your interest in the position and in working with Chunky Move, and outline your professional experience.

As a guide you may wish to submit:

- A covering letter introducing yourself (one page maximum)
- Response to the selection criteria (two page maximum)
- A resume including a minimum of two referees

You may also apply by submitting a video or audio recording instead of a written application but please ensure you cover all the information listed above.

If you need any support completing an application, or have any queries, please call (03) 9645 5188 or email kristy@chunkymove.com.au.