



Drama Australia is seeking a **Business and Administration Manager**

Advertisement

Drama Australia seeks a Business and Administration Manager to work with its national Board of Management.

Background

Drama Australia is a peak national association for drama education in Australia. Its members are state and territory associations for drama/theatre education. Drama Australia provides leadership in drama/theatre and education by advocating, encouraging and supporting the teaching and learning of drama/theatre and providing a national focus and forum for drama/theatre education. It organises national conferences and produces publications as well as undertaking lobbying and representing drama/theatre educators and education nationally and internationally.

The Position

This is a fixed-term contract (up to 10 hours per week - \$35 per/hr) for a freelance Business and Administration Manager working from home and operating out of Brisbane, Queensland, to commence mid-July 2019. The position involves annual national travel.

We seek a skilled business and administration manager with experience in financial and database management, and high level organisation and communication skills.

Key Selection Criteria

- Previous experience with computer accounting programs (e.g. Xero) and computer database programs (e.g. Excel) is essential.
- Excellent attention to detail in finance and administration.
- Experience with WordPress and/or website updates is desirable, but not essential.
- It is desirable that the applicant has knowledge of arts education.

Duty Statement

The Business and Administration Manager focuses on the effective and efficient management of the association's business and administration. Tasks and duties undertaken in a 10 hour week include but are not limited to the following:

- Receive correspondence from, respond to and communicate with the Board of Management (the Board), Drama Australia Liaison Officers (DALO), subscribers, members and others.
- Maintain the records, correspondence and other papers of the Association.
- Maintain financial records in Xero and provide reports to the Board.
- Maintain a list of Drama Australia Liaison Officers (DALO) and the Board.
- Attend/participate in the Annual General Meeting and National Conference (full-time requirement for up to five days annually).
- Report to the AGM about the administration and financial health of the association.



- In consultation with other officers, set the date and prepare agenda, papers and all necessary other materials for the AGM.
- Prepare, with the Director of Finance, and present to the AGM a draft budget for the next financial year.
- Contribute to the Annual Operational Plan to be presented at the AGM.
- Coordinate the preparation of the annual audit for presentation at the AGM.
- Work collaboratively with the President and other members of the Board.
- Report at least monthly to the president on the business affairs of Drama Australia.
- Coordinate and attend scheduled teleconferences (Wednesday evenings and Saturday morning) and report to the Board and DALOs at these meetings.
- Promote and manage publication subscriptions, direct and via state associations.
- Liaise with the state associations via DALOs for payment of Constituent Member Levy (CML) and NJ subscriptions.
- Fill and respond to requests for purchase of publications.
- Regularly check email and postal correspondence.
- Other duties as directed and agreed by the Board of Drama Australia.

For further information please contact the Drama Australia President on admin@dramaaustralia.org.au or drama.australia@gmail.com.

How to Apply

Applications, including a brief cover letter (clearly addressing the Key Selection Criteria), Curriculum Vitae and three professional referees should be forwarded to the Drama Australia President, John Nicholas Saunders by email (admin@dramaaustralia.org.au and drama.australia@gmail.com) by no later than **5pm Monday 12th August 2019**.