



Marrugeku is seeking a Broome based **Administrator** to assist our small team in delivering local, national, and international activities. We are looking for a highly organised, motivated person with great attention to detail, an ability to multi-task across a wide range of projects and thrive in a fast paced environment. The position is located at the Marrugeku office based in the Pigram Garden Theatre at the Broome Civic Centre.

Indigenous applicants are encouraged to apply.

**Position Title:** Administrator

**Hours of work :** Part-Time – 0.6 FTE | Fixed Term (2 years)  
(equivalent to 22.8 hours a week – days and hours in the office are flexible)

**Location:** Broome

**Salary:** \$65,000 pro rata + 10.5% superannuation

#### **ABOUT THE COMPANY**

**MARRUGEKU** is Australia's leading Indigenous intercultural dance theatre company based in Broome, with offices also located in Perth and Sydney's Carriageworks.

Marrugeku makes large-scale, powerful dance works, with 3 - 4 productions touring in the Kimberley, nationally and internationally in any one year. Marrugeku collaborates with artists from all over Australia and around the world and has three core activities, making new dance works, touring those works and dance research programs to build skills for artists.

Marrugeku is led by co-Artistic Directors: choreographer/dancer Dalisa Pigram and director/dramaturg Rachael Swain. Marrugeku's patron is Yawuru law man and national reconciliation advocate Senator Patrick Dodson.

Further information on the Company may be found at: [www.marrugeku.com.au](http://www.marrugeku.com.au)

#### **KEY RELATIONSHIPS:**

Reports to:

- General Manager
- Producer

Internal Relationships

- Co-Artistic Directors
- Artists and creatives

External Relationships

- Range Business Services – Bookkeeper

#### **ABOUT THE ROLE**

The Administrator will work closely with the Producer and General Manager, as well as Co-Artistic Directors to play a vital role in the day-to-day delivery of Marrugeku's new productions, touring,



artist development, research projects and community engagement. The role will involve a range of administrative tasks and responsibilities across projects and office admin, marketing and communications support, connecting with Marrugeku artists from first nations and intercultural backgrounds.

## **KEY TASKS / AREAS OF ASSISTANCE**

### **PROJECT ADMINISTRATION**

- Organise logistical requirements for domestic and international touring activities including booking flights, accommodation, visas, ground travel, studio hire and other logistics
- Liaise with the company artists, and assist as required
- Draft company touring packs, contact sheets and schedules
- Support data collection, evaluation and statistics for reporting to funders and board

### **OFFICE ADMINISTRATION**

- Support in-house finance systems and records – processing receipts, invoices on Xero
- Liaise with artists in payroll requirements including completion of super choice forms employee/contractor details form, and TFN forms
- Collect post from post office, maintain office supplies and tidiness.

### **MARKETING AND COMMUNICATION SUPPORT**

- Assist in the co-ordination of marketing collateral and publicity material for all company activities – liaise with artists and social-media coordinator
- Assist in the maintenance and regular updates on Marrugeku's website
- Assist in the regular communications and updates to the board of directors and company artists

### **OTHER AREAS OF RESPONSIBILITY** *may include:*

- On the ground event management logistics in Broome and the Kimberley, coordinating venue bookings, event logistics, volunteers
- Hosting artists whilst they are in Broome, greeting at the airport and accommodation, arranging hospitality and other logistics

Plus duties as may be reasonably required.

The identified role is designed to be responsive to the level of experience of the applicant – artists, administrators, emerging and professional arts workers are encouraged to apply.

### **ABOUT YOU**

- Previous experience in an administrative role, familiarity with Microsoft office suite: Word, Outlook, Excel, PowerPoint and Xero
- A great attention to detail and an ability to multi-task
- Excellent communication skills and ability to work with a diverse range of people
- Enthusiastic, hard-working, diligent attitude
- A keen interest in working in the performing arts, with artists and First Nations cultures and communities is desirable but not required
- A WA driving licence is preferable but not required



**TO APPLY**

Your application could be a short video or written statement addressing the selection criteria, a CV and the names and contact details of two references. If you want to discuss the position further, please email Producer Natalie Smith on [producer@marrugeku.com.au](mailto:producer@marrugeku.com.au) or call 08 9192 1870.

**Applications close 23 March 2023**

It is anticipated that interviews will take place: w/c 3 April 23, in person in Broome