



VILLAGE HALL PLAYERS INC

PO Box 622

Kyogle NSW 2474

ABN: 37 405 561 947

villagehallplayers@gmail.com

Position Description

Job title: **Assistant to the Artistic Director**

Reports to: **Artistic Director**

Type of position

☐ Part-time

☐ Volunteer

Hours : **Negotiable**

Position Overview:

Provide support, clerical and administrative assistance to the Artistic Director to facilitate the successful operations of the Village Hall Players to meet its mission and goals.

Administration:

- Day to day administration, including word processing, photocopying and filing
- Assist with VHP newsletter
- Maintain the integrity of the company's filing system both paper and computer files
- Develop and/or implement new processes, procedures and practices
- Update VHP forms for all productions and programs
- Update website
- Attend rehearsals
- Provide administrative support for funding submissions and grant applications
- Contact hall committees regarding upcoming performances
- Develop relationships with managers of new venues
- Prepare draft media releases
- Receive and relay oral and written messages
- Complete simple forms
- Other associated tasks, as necessary

Knowledge, Skills and Abilities:

- Excellent written and oral communications skills
- Keyboard skills
- Computer skills (preferably MS Office suite)
- Organised, detailed and methodical