



## **BRING YOUR EXCELLENT ADMIN SKILLS TO THE CIRCUS!**

Join our fun, flexible and child-friendly workplace as our new Administrator and support our artistic team to deliver wonderful arts projects across the Great Southern of WA. See below for more information.

**JOB TITLE: ADMINISTRATOR - SOUTHERN EDGE ARTS INC.**

**15 hours per week – Kinjarling Albany, Western Australia**  
**Wage: \$30 - \$35 per hour (dependent on experience)**

**Regular work hours 10am - 6pm, Mondays and Tuesdays with 30 minute unpaid lunch break**  
**Southern Edge Arts, PCYC, 77 Sanford Road, Albany, Western Australia**

Southern Edge Arts (SEA) is a non-profit community arts organisation with a focus on circus and theatre. Situated along the spectacular coast of the Great Southern of Western Australia, this is a rare opportunity for an administration role in our vibrant and lively arts community.

With a 40 year track record, we are in a growth phase with significant collaborations and projects unfolding over the next year. We are seeking an enthusiastic person with great attention to detail and an interest in creativity and the arts.

We focus on the arts as an essential ingredient in the social and emotional wellbeing of our community with a special focus on children and young people. Join our highly creative and committed team led by our Artistic Director, Annette Carmichael.

This opportunity is suited to someone who loves spreadsheets, setting up and following systems and customer service.

Find out more at [www.southernedge.org.au](http://www.southernedge.org.au)

**APPLICATION DEADLINE: Remains open until filled**

Send a cover letter addressing the selection criteria and your CV with contact details of two referees to Annette Carmichael, Artistic Director, Southern Edge Arts,  
[artisticdirector@southernedge.org.au](mailto:artisticdirector@southernedge.org.au)

Enquiries please call on 0466 123 393.

**Position Description**  
**Administrator**

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**Position Details:**

<b>Position Title</b>	<b>Administrator</b>
<b>FTE Status</b>	<b>0.4 (15 hours per week)</b>
<b>Location</b>	<b>77 Sanford Rd, Centennial Park</b>
<b>Employment agreement</b>	The contract of employment between employer and employee is bound by the National Employment Standards (NES) of the Fair Work Act (2009) and the Superannuation Guarantee (Administration) Act 1992
<b>Classification</b>	Employee Contract - \$30 - \$35 per hour (depending on experience) + 12% superannuation pro rata
<b>Contract Terms</b>	<i>Dependent on ongoing funding - initially 12 months with a 3 month probation</i>
<b>Essential</b>	Maintain a current Working with working with children check
<b>As required</b>	Maintain a current First Aid Certificate

**Position relationships:**

<b>Responsible to</b>	General Manager
<b>Position under direct supervision</b>	none
<b>Reporting responsibility</b>	General Manager and Artistic Director

**Position purpose:**

To provide administrative support to the operations of Southern Edge Arts, a not for profit arts organisation that delivers services to children, young people and their families in the Great Southern of Western Australia.

## **ADMINISTRATOR**

### **Statement of duties (as at 4 March 2026)**

#### **WEEKLY ADMINISTRATION**

- Enter bills and credit card receipts into Xero.
- Generate Aged Payables report in Xero and send to General Manager or Artistic Director for weekly payments.
- Enter daily sales reports into Xero.
- Prepare and update workshop class lists and membership list with new enrolments.
- File media stories, invoices, receipts and membership forms
- Tidy office and workshop spaces and inform the General Manager of any maintenance required.
- Generate customer invoices.
- Prepare Aged Receivables report and follow up with customers for payment of outstanding invoices.
- Greet customers, check in children attending workshops and answer customer enquires
- Take payments using Square.
- Enter staff timesheets into Xero.
- Other administration tasks as directed by General Manager or Artistic Director.

#### **SPECIAL PROJECTS**

- Distribute marketing material, put up posters and contribute to social media content.
- Assist project team in sourcing and packing materials and backstage supplies.
- Assist team in set up of seating, customer service stations, marquees, signage and bunting
- Usher audience for events and performances.
- Assist with setup and pack down at performance locations.
- Prepare and distribute audience and participant surveys.
- Participate in project debriefs with the Artistic Director and project teams.
- During projects, this role may require work outside of normal hours.

*See next page for Selection Criteria*

## **ADMINISTRATOR - SELECTION CRITERIA**

*Please address each selection criteria in your cover letter with a response that includes specific examples of your past work or knowledge. Please do not use AI to generate your answers, we prefer to hear your voice and experience your writing style! Your answers will be verified with your designated referees.*

1. Describe any past experiences you have had working in an office or sales environment.
2. Describe your past experiences working with spreadsheets (Excel or Google Sheets) and your level of expertise (Beginner, Intermediate, Advanced).
3. Describe your experience with data entry. How do you ensure its accuracy?
4. Describe any experience you have working with young people. What do you think are essential elements to help children feel safe in a workshop environment?
5. Describe your interest in creativity, performing or the arts.

**Please send your letter addressing the Selection Criteria and your CV to [artisticdirector@southernedge.org.au](mailto:artisticdirector@southernedge.org.au)**

**The position remains open until a suitable candidate is found.**