

MALTHOUSE

FINANCE & ADMINISTRATION TEAM

COMPANY ADMINISTRATOR

POSITION DESCRIPTION

Reports to:

Finance Manager

Works closely with: Executive Producer/Co-CEO, and Heads of Department.

Stakeholder relationships:

Government stakeholders and funding bodies, industry bodies, third-party service providers, peer organisations.

Position Summary:

The Company Administrator is responsible for Malthouse Theatre's business administration, internal communications, and human resources administration. The position works closely with the Executive and management team to support organisational compliance, cohesion, and collaboration, with the goal of an effective and positive organisational culture. The Company Administrator tracks and reports progress on the organisation's Equity Action Plan, and administers organisational policy and procedure, ensuring excellent legislative compliance and the implementation of industry best practices, as well as managing office infrastructure and resourcing including IT.

This is a full time (1.0 FTE) position based at The Malthouse in Melbourne. Due to the nature of theatrical work, some evening and weekend work may be required.

Company Profile

Malthouse is a unique artistic institution in Melbourne, Naarm full of history, that creates thought-provoking live theatre experiences and offers great hospitality. It's a place to connect and a place to feel at home in a community of artists and arts lovers. Be unafraid, be entertained, be switched on.

Malthouse Theatre offers a range of benefits to employees, including access to complimentary and discount tickets, salary sacrifice options, flexible work arrangements, generous discounts at our café and bar, a free and confidential Employee Assistance Program, and regular staff socials including company nights for each of our season shows.

Malthouse Theatre is an Equal Opportunity Employer. We are a theatre for all. First Nations, Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ people, people of colour, and people from culturally and linguistically diverse, migrant and/or refugee communities are strongly encouraged to apply.

KEY DUTIES & RESPONSIBILITIES



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Human Resources -

- With the Senior Leadership team, manage the operations of human resources for the Malthouse.
- Manage recruitment of new staff, including recruitment and selection processes, contract negotiation, and onboarding.
- Employee lifecycle administration across all departments (excluding show-related contracts) including contracting, training and induction, professional development, disciplinary action, dispute resolution, and succession planning.
- Implement a constructive annual performance appraisal process for all permanent staff.
- Design and facilitate internal communications and maintain an employee engagement calendar including planning and delivering internal events (staff meetings, Annual Staff Party, Company Nights, Retros, etc).
- Implement pathways to resolution and feedback mechanisms for employees, and contractors to report on matters of safety, accessibility, equity, and inclusion.
- Maintain up to date knowledge of compliance and best practice relating to human resources and workplace relations.
- Data entry and maintenance of HR records, using Tessitura CRM as well as Office 635/Sharepoint.
- Coordinate and deliver an annual calendar of internal training and development activities, maintaining communications, keeping within budget, and keeping records of attendance.
- Manage WorkCover claims and Return to Work plans, including documentation and record-keeping.
- Sit on the OH&S Committee, and act as the Return To Work Coordinator for the Company, including maintaining relevant training and certification.
- Maintain up to date knowledge of Child Safety Standards and act as a Child Safety Officer for the Company.

Governance –

- Manage company correspondence and provide timely and accurate reports to meet requirements of ASIC, the Register of Cultural Organisations and the ACNC.
- In collaboration with the Finance Manager, meet reporting requirements including statistical acquittals, regular, and end of year acquittals for all government funding bodies.
- Oversee the drafting and production of the Annual Report and its distribution to stakeholders.
- Maintain data management and reporting against internal and external key performance indicators.
- Facilitate adherence to company policies, procedures and key performance indicators, as well as ensuring legal compliance and good governance in business practices, and maintaining accurate and comprehensive records.

Equity Action Plan (EAP) -

- Track and report on EAP progress, including data management and consolidation to capture long-term trends.
- Report regularly to the Executive on EAP progress, ensuring key areas of risk or progress are communicated effectively and in a timely manner.
- Engage external facilitators as needed to conduct training, cultural competency development, and restorative justice practices to help advance the organization's objectives.
- Further review and develop the EAP as required to ensure it remains relevant and actionable.

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Executive Assistance –

- Provide administrative support to the Executive
- Provide ongoing administrative support to the Executive and leadership team as required.
- Assist with the preparation of funding applications as required.
- Manage the Board schedule and secretarial duties, including inductions, preparation of board papers and the AGM, minuting of meetings, reporting on activities and outcomes, and facilitation of Constitutional compliance.
- Assist in the preparation of documents or materials for internal and stakeholder meetings, and keep records or minutes as required.

Other duties –

- Provide office administrative support, including initiating new procedures and systems where necessary for operational efficiency, and ensure staff are resourced and supplied with all they need.
- Manage the external IT service provider contract, and internal asset and resources requirements.
- Facilitate and support internal asset and resources requirements, including maintaining the company IT Asset Register, and assist with digital filing systems maintenance and upkeep.
- Manage the cleanliness and tidiness of office spaces, including the Green Room, production office, and administration office, in collaboration with the Facilities Manager.

Measurable Outcomes

- Maintain a collaborative, responsive and supportive relationship with the Company's Executive and Board.
- Support the strategic goals of the company across human resources and business administration.
- Ensure best practice and efficient recruitment and evaluation processes.
- Ensure administrative compliance with all legal and governance requirements.

Inherent Physical Requirements

The physical requirements of this position are consistent with those of an administrative worker in an office environment. The Malthouse Theatre administration office is located on Level Three of the Malthouse venue and is accessible by stairs. More information about access in our venue can be found here malthousetheatre.com.au/access .