

Position: Administration and Marketing Assistant

Company: Perth Symphony Orchestra
Effective date: Mid November 2018

Location: Cottesloe 6011

1. Position Description

The administration and marketing assistant is required to support marketing, administration and executive staff in the day to day running of Perth Symphony orchestra. The role will also provide support across the team during busy times such as the lead up to concerts.

2. Key relationships

Be an integral part of the PSO team, working across functions reporting to the Executive Director and Marketing Manager with supervision and mentoring from the General Manager.

3. Key responsibilities

Executive support

- Manage the diary and email inbox of the Executive Director
- Support the Executive Director with report writing, collating information for funding applications, tracking sponsor and concert opportunities using excel, and more
- Book and prepare documents for internal and external meetings
- Various administrative tasks on a regular or ad hoc basis
- Maintaining databases

Office management

- Organise office supplies and track office expenses
- Organise staff social outings (every 3 months)
- Formatting of official documents
- Keep the office clean & tidy
- Answer enquiries via phone, website or generic email address

Marketing support

- Social media support
- Execute online marketing strategy
- Track marketing reach for marketing activities undertaken
- Create concert signage and documents

- Capture feedback, marketing and PR activity
- Work with the Marketing Manager to ensure sponsor obligations are met
- Maintain PSO website in WordPress
- Draft eNewsletter in Mailchimp
- Any other jobs as designated by the Marketing Manager
- Execute/arrange promotions

Ensemble bookings

- Quoting and booking incoming enquiries
- Liaise with the Orchestra Manager to coordinate musicians.

4. Core competencies

Attributes & Skills required

- A high level of attention to detail
- Exceptional organisational and time management skills
- Excellent verbal and interpersonal communication skills
- Excellent writing skills

Knowledge

- Knowledge of symphonic repertoire is a bonus
- Must be able to use Microsoft Office Suite
- Graphic design knowledge is a bonus
- Experience in writing content for social media is a bonus

Behavior

- Be self-motivated, confident and clear communicator with a “can do” attitude
- Able to work autonomously
- Happy to work in a fast-paced environment with regular deadlines

This job description is intended as a guideline to illustrate the main role responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager’s discretion. Employees may also be required to undertake other reasonable duties as directed.