



The Victoria Drama League
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The Victorian Drama League is seeking a suitable candidate to fill the position of **Office Manager**. The successful candidate must be in a position to commence employment no later than **6 August 2009** and should display the necessary attributes to ensure the efficient operation of the office of the Victorian Drama League. This is a part time position that requires a minimum commitment of **21 hours per week**. There may be some flexibility as to how these hours are split.

To apply for this position, please forward a detailed resume, including a description of why you consider yourself suitable to take on this role, to the **Secretary** at the VDL office by post or email, by no later than **23 July 2009**.
Please mark your application “Private and Confidential”.

Detailed below are the responsibilities for this position and the attributes required.

POSITION DESCRIPTION

Position Title:
Office Manager

Key Purpose of Position:

To provide a focal point for the VDL members, its volunteers and the elected volunteer Executive and General Committee in the daily conduct of the League's activities.

Key Effectiveness Areas:

1. Management of the office procedures/activities and the hire library
2. Management, promotion and development of Theatrebooks including the buying, selling and invoicing of scripts and reference books
3. Attention to secretarial and other administrative tasks as determined by the Executive
4. Developing and establishing links to ongoing funding and preparation of applications
5. Collating and providing, as required, operational, statistical and financial reports to the Hon. Treasurer
6. Maintaining and growing the Volunteer base in their diverse support of the League.

7. Increasing awareness of the League and working towards growth of core membership, particularly within the performing arts community.
8. Providing support in the areas of publicity and website content

Qualifications, Skills and Experience

- Intermediate computer skills including word processing, spreadsheets, database entry, email and internet. Experience with desktop publishing would be an advantage
- Ability to assist with the further development of the VDL computer systems in conjunction with the VDL Webmaster
- Experience in the preparation of reports and submissions to relevant bodies and authorities is desirable
- Ability to relate to, and assist with the development of, financial budgets and impose constraints where required
- Good public presentation and management skills relating to events
- Excellent organisational and time management skills
- Ability to work unsupervised
- Experience in theatre is essential with a particular interest in community theatre preferred

Working Relationships

Internal

Reporting to the Executive Committee when and as required.

Working and supervising volunteers with the daily operations of the lending library, including collating publicity and the newsletter as required.

Liaising, where required, with management of the premises and adjacent tenants.

External

Group and individual VDL members, government departments, philanthropic organisations, private and business sectors of the community.

Benefits

Superannuation, Workcare, sick and annual leave. Remuneration will take into account the skills of the applicant and their ability to meet key objectives.