

## JOB DESCRIPTION

<b>POSITION:</b>	Administration and Accounts- Montreal Community Theatre Inc. & Sounds of the Mountains
<b>LOCATION:</b>	Sounds of the Mountains Radio station, 79-81 Capper St, Tumut, NSW, 2720.
<b>HOURS OF WORK:</b>	Permanent Part-Time 30 Hours per week, worked between Monday to Friday. Flexible work hours upon arrangement.
<b>RESPONSIBLE TO:</b>	Sounds of the Mountain Station Manager, Montreal Community Theatre Inc. Committee
<b>GRADE:</b>	SCHADS Award Grade 2 (Commencing salary between \$27.82 - \$30.35 ph)
<b>CLOSING DATE:</b>	Monday, 21 September 2020, at 5:00 pm

## MAIN DUTIES/RESPONSIBILITIES:

- Coordinate and carry out all office administration including reception, accounts, banking, credit management and control, mail, greeting of customers, filing and phone calls for Sounds of the Mountains and the Montreal Community Theatre.
- Management of radio sponsorship relationships, accounts and invoices.
- Provide regular financial updates and ledgers to the Montreal Community Theatre Treasurer.
- Maintain and develop websites and social media pages.
- Coordinate and conduct bookings of movies and events for the Montreal Theatre.
- Conduct ticket sales for community events held at the Montreal Theatre, including online sales.
- Maintain volunteer rosters for Sounds of the Mountains and the Montreal Community Theatre.
- Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures
- Other tasks as directed by the Station Manager, with approval from the Montreal Community Theatre Committee.

## SELECTION CRITERIA:

### Essential:

1. *High level organisational skills including the ability to prioritise, work to deadlines, multi-task and plan ahead.*
2. *Previous experience in an administrative role.*
3. *Excellent administrative and clerical skills.*
4. *Must demonstrate a high level of attention to detail and accuracy.*
5. *Advanced skills in Microsoft Office applications, particularly Word, Excel & Outlook.*
6. *The ability to work independently, identify opportunities, show initiative and display decision making skills.*
7. *Proven ability to network.*
8. *Willingness to learn radio broadcasting functions and conduct relief radio announcer duties.*

**Desirable:**

1. *A good knowledge of, and an interest in, the community broadcasting sector.*
2. *On air radio experience.*
3. *Experience working with Xero or similar financial accounting software.*
4. *Experience with accounts receivable.*

The following should be included in your application:

<p><b>Cover Letter:</b> Include a Cover Letter stating your overall claim to the position. This letter should be no more than one page in length.</p>
<p><b>Selection Criteria:</b> Address all the Selection Criteria separately in your application as they are based on the tasks and essential criteria for the role. Your application will be assessed against your responses in addressing the Selection Criteria.</p>
<p><b>Resume/CV:</b> Include a current Resume or CV with your application.</p>
<p><b>Other Supporting Information:</b> Any additional information that may assist your application can be attached. Please do not send originals or folders.</p>
<p><b>Referees:</b> Supply the names and contact telephone numbers of two current employment related referees who can be asked to verify the information provided in your application and interview. The Montreal theatre inc. reserves the right to contact additional referees if required. Ensure you include daytime phone contact details and email address.</p>
<p><b>Further Information:</b> Call Mark Mazzini on 0400808646</p> <p>Applications to be emailed to Dave Eisenhauer <a href="mailto:dave@thelocalstation.com.au">dave@thelocalstation.com.au</a> Or mailed to: Hugh Packard, MCT Inc Chairperson, PO Box 433 Tumut NSW 2720 (Only applications recieved by C.O.B Monday, 21 September 2020 will be accepted)</p>