

Join our team



Administrative Officer

MIDDLEBACK ARTS CENTRE – WHYALLA

Country Arts SA is seeking applications for a highly motivated person for the position of Administrative Officer at the Middleback Arts Centre.

The Administrative Officer is a key member of the Middleback Arts Centre team reporting to the Manager and is responsible for the effective operation of theatre, cinema and box office functions and for administrative and local promotional activities.

Demonstrated skill requirements include advanced computer and administrative skills, financial skills, a 'can do' attitude, web and social media knowledge, current drivers licence, ability to work evenings and weekends and excellent customer service skills.

This is a full time position of 76 hours per fortnight. A contract of up to two years will be offered on a salary of \$52,315 per annum plus Superannuation. Aboriginal and Torres Strait Islander people are encouraged to apply. The successful applicant will be required to consent to a Working with Children Check.

Please visit our website www.countryarts.org.au or contact Country Arts SA at email@countryarts.org.au or call (08) 8444 0400 for a detailed role description.

Applications addressing the selection criteria with a CV are to be submitted by 5pm, **Monday 23 July 2018** to:

Mr Steve Saffell, Chief Executive Officer
Country Arts SA, 2 McLaren Parade, Port Adelaide,
SA 5015 or email@countryarts.org.au