

Position Description: *Publication & Sales Co-ordinator*

Position Title:	Publication & Sales Co-ordinator (Junior position)
Contract:	Permanent Part-Time (25 hours/week)
Reports to:	Artistic Director/CEO and Program Manager

Playlab Theatre is continuing to grow and we need to adapt our internal structure to accommodate and maximise the opportunities in our changing circumstances. This is a junior position, and the role will be principally responsible for producing (typesetting etc.) our publications and engaging with customers from all of our markets.

This **junior position** will be **permanent part-time (25 hours/week)**, and we are looking to appoint a person who can grow into the role and complement our small, dedicated team.

If you love new Australian theatre and are interested in working at Playlab Theatre, please send through an expression of interest that addresses your relevant experience, ability to adapt and learn, and a CV with references.

Please email your application by **close of business, Wed 27 October** to info@playlabtheatre.com.au. If you have any questions in relation to this role, please contact us at the listed email address or on **(07) 3220 2763**.

CORE DUTIES

Duty 1: Publication Development

- Typeset and edit publications
- Support marketing of publications with the writing/editing of blurbs and other collateral
- Liaise with parties involved with elements of publication including: playwrights, proofreaders, printers, and designers

Duty 2: Sales Coordination

- Process and dispatch publication sales including use of Xero
- Make in person sales (at offices and at conferences etc.)
- Receive stock from suppliers and input into Xero
- Support the Finance Officer by providing relevant information and records
- Pay invoices via EFT online banking
- Handle refunds and returns
- Manage yearly stocktake
- Liaise and support resellers of Playlab Theatre publications.

Duty 3: General Duties

- Communicate with customers/audiences/artists
- Assist with administration and the capture of statistical information.
- Office administration support (stationary orders, printer supplies etc.)
- Prepare reports for the Artistic Director/CEO and Program Manager when requested.
- Support the Artistic Director/CEO with company operations.
- Generate reports for the Artistic Director/CEO & Financial Officer

Duty 4: Program & Event Support

- Support the realisation of productions and projects where necessary
- Liaise with and support participants in Playlab Theatre's programs
- Liaise with and support all artists and arts workers employed by Playlab Theatre

Duty 5: Increase Playlab Theatre's Industry Profile

- Promote Playlab Theatre as a leading voice for new writing in Australian theatre.
- Attend industry events as a representative of Playlab Theatre where relevant and necessary (for example opening nights, forums, conferences, workshops).