



## Calisthenics Association of WA

<b>Job Title:</b>	Theatre Administrator
<b>Department/Group:</b>	
<b>Location:</b>	CAWA
<b>Reports to:</b>	Board of Management
<b>Job Description</b>	
<b>ROLE AND RESPONSIBILITIES</b>	
<p>The Theatre Administrator is responsible for the effective and efficient management of the CAWA Theatre, including front of house and back of house services, client liaison and venue hire, and the general operations of the theatre. The role is a key position and is relied upon to provide information back to the Board of Management.</p> <p>The position is responsible for the following duties:</p> <p><u>Theatre Services</u></p> <ul style="list-style-type: none"><li>• Promote and maintain excellent working relationships with CAWA volunteers, internal and external hirers and contractors.</li><li>• Oversee client liaison to ensure adequate and skilled staffing and resource levels.</li><li>• Work with the Theatre Technical Officer and Treasurer on the development of the theatre budget.</li><li>• Develop an effective event based reporting system, including ongoing monthly reporting to the Board of Management.</li><li>• Maintain the review of forms, schedules, plans and information relating to the operations of the theatre.</li><li>• Report Monthly expenditures and income of the theatre.</li><li>• Facilitate reconciliation of all hirer costs.</li><li>• Generate quotes and invoices for all bookings.</li><li>• In conjunction with the Theatre Technical Officer, oversee the review of all forms, schedules, plans and information relating to the technical operations of the theatre, ensuring the best possible and accurate information to hirers.</li><li>• Manage the backstage register and volunteer roster.</li><li>• Take delivery of stock.</li></ul> <p><u>Kiosk</u></p> <ul style="list-style-type: none"><li>• Oversee the operations and management of the kiosk with monthly reporting to the Board of Management.</li></ul> <p><u>Theatre Operations</u></p> <ul style="list-style-type: none"><li>• Manage theatre booking invoices, including confirmation of payment and processing of refunds and bonds.</li><li>• Generate invoices for theatre bookings and maintain MYOB processes for bookings.</li><li>• Contribute to the development of the annual Operational Plan as part of the Strategic Planning process.</li><li>• Ensure Emergency and evacuation procedures are appropriate and in place.</li><li>• Ensure appropriate OH&amp;S policies are in place and adhered to.</li><li>• Assist with the recruitment, rostering and safety training of all volunteers, technical and stage staff.</li><li>• Maintain the CAWA Asset Management Plan.</li></ul> <p><u>Other</u></p> <ul style="list-style-type: none"><li>• Willingness and availability to work evenings and weekends if required.</li><li>• Current Working with Children Check card.</li><li>• Current First Aid Certificate</li></ul>	



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- **SKILLS, KNOWLEDGE & EXPERIENCE**

- Sound written and oral communication skills and the ability to foster positive relationships with both internal and external stakeholders.
- Proficient in the use of MYOB to issue invoices and undertake basic bookkeeping.
- Good administrative and computer skills.
- Ability to work independently and as part of a small team.
- Ability to assist with telephone enquiries, providing a high level of client service.
- Knowledge of Theatre operations.
- Knowledge of Work Health and Safety legislation.

**ADDITIONAL NOTES**

The Theatre Administrator is a part time position – 15 hours per week

*Reviewed September 2025*