



Gibber Administrator

Part time 25 hours

(Initial 6 month contract with a view to a permanent position)

As a family friendly company working hours can be flexible including a mix of office based and working from home

Clerks – Private Sector Award Level 4

Current rate: \$27.46 per hour

Background

Gibber Australia Pty Ltd is a pioneering company who help organisations achieve positive change in attitudes and behaviours. Utilising live theatre, film and multimedia we create and deliver dynamic, motivational and memorable messages that inspire change. Working within the Private, Public and Education sectors Gibber produce high quality Theatre in Education (TiE) programmes that communicate directly with our clients target audience.

Founded in the North East of England in 1999, Gibber expanded into Australia in 2013 and are now based in Gosford, NSW. The **Gibber Administrator** will provide admin support and assist with the day to day running of our Australian based operations. We are looking for an experienced, enthusiastic and meticulous Administrator who will have specific responsibility for communicating directly with schools and scheduling them into our TiE tours.

Job specification

Based in our Gosford office / working from home, the successful candidate will play an essential role in ensuring Gibber's reputation for delivering exceptional schools programmes is maintained and built upon.

The role requires a motivated, proactive, organised individual who can work well on their own to meet deadlines as well as supporting delivery teams of actors whilst on tour. Excellent communication and customer service skills, and a good working knowledge of Microsoft Office (Word, Excel, Outlook) are essential. As the first point of contact for schools this role is key to building trust with and engaging the teachers in our programmes; laying the foundations for a successful tour and positioning Gibber as a leading Theatre in Education provider across Australia.

Key Responsibilities

General

- / Act as an advocate for the company, communicating confidently and enthusiastically about our work.
- / Offer exceptional customer care at all times
- / Carry out all other duties as reasonably requested by the Company Directors to ensure Gibber achieves its objectives.

Administration of Gibber's school based projects

- / Work with the Company Directors to plan and schedule schools programmes.
- / Managing the administration of each programme.
- / Make initial contact with schools and securing bookings.
- / Ensuring the Company CRM is kept up to date.
- / Maintain communication with Schools / Actors / Directors
- / Ensure booking information is kept up to date and inform the Team Leader of any changes.
- / Input data from evaluation forms and assist in the compilation of reports.
- / Ensure up to date records are kept for each specific project.
- / Working alongside the Project Manager prepare audit reports as requested.
- / Attend meetings which are project specific as required.

The Administrator will also be responsible for assisting the Directors in the general running of the Gibber office and carrying out general office admin.

- / Answering enquiries and directing them to the correct person.
- / Making a record of all incoming and outgoing communications.
- / Maintaining a safe and hygienic office environment.
- / Filing all necessary documents.
- / Updating and maintaining databases.

Further Development

Whilst initially we are looking to hire an administrator we are interested to hear from candidates who can offer extra skills and experience that they can bring to the company. For example:

- / Social Media management and campaigns
- / Marketing
- / Research and Business development

Person specification

| attributes | essential | desirable |
|------------------------------|---|--|
| Skills and Experience | <ul style="list-style-type: none"> / Excellent verbal and written communication skills / Excellent IT skills including proficiency in using Microsoft Word, Excel, Outlook / Ability to work with minimal supervision and as part of a team / Negotiating skills | <ul style="list-style-type: none"> / Experience of booking schools tours. / Experience working within education / Experience of working in an SME / Knowledge of Agile CRM / A good knowledge of social media |
| Disposition /Attitude | <ul style="list-style-type: none"> / Professional / Meticulous attention to detail / Energetic, resourceful and flexible / Non-confrontational, positive, diplomatic / Able to work under pressure / Ability to work to deadlines / Organised and a self-starter / Confidence to make decisions / Motivated by a challenge | <ul style="list-style-type: none"> / Passion for and commitment to TiE |

Please send completed application form along with a cover letter and resume to Tim Watt tim@wearegibber.com