



ARTS ADMIN/TUTOR ROLE

ZigZag Theatre is a youth theatre company situated on the Gold Coast that has an outstanding reputation for providing high quality performing arts classes and workshops facilitated by professionals in the industry. ZigZag Theatre has grown from strength to strength in a short two years of its existence and are now on the hunt for the right person to join the team in a permanent part time position. The new team member will work closely with Artistic Director to develop and action the administration processes of ZigZag, as well as providing their artistic expertise as tutor for the company. This is a fantastic opportunity for someone seeking a permanent position in the arts and to be part of a company that highlights the benefit of youth theatre to communities on the Gold Coast. ZigZag Theatre prides itself on offering an inclusive workplace that is focussed on individualised professional development and support.

REPORTS TO	Artistic Director
POSITION TYPE	Permanent Part Time (30 hours) 3-month probationary period
LOCATION	Gold Coast
APPLICATIONS DUE	Applications will be reviewed as they are received. Closing date is Friday 20 May
SALARY	Starting from \$37,000 (negotiable) including standard leave entitlements, plus superannuation

Key Responsibilities and Duties

ADMIN ROLE

- Field enquiries and respond in a professional, timely manner.
- Process class enrolments and enquiries, included but not limited to processing payments, updating events on the website, updating enrolment information.
- Provide clear and concise enrolment/trial information for families.
- Assist with administrative duties for ZigZag Theatre's operations and identify opportunities to streamline processes.
- Take minutes at staff meetings.
- Liaise and manage all tutor requirements for their weekly classes including but not limited to any resource requests and dealing with logistical issues.
- Source content and design our monthly newsletter.
- Help to promote and advertise ZigZag Theatre's programs.

TUTOR ROLE

ZIGZAG

THEATRE

- A passion for retention and dedication to converting free trials into enrolments.
- Independently run weekly extra-curricular performing arts classes in drama/musical theatre or both from ages 3 – 18 during term time and occasional holiday workshop.
- Planning a personalised artistic program for each class based off each ensemble's skills and knowledge.
- Work collaboratively with young people and create performances for family and friends.
- Maintain rolls
- Communicate with parents about upcoming events, enrolments, and other important information.
- A welcoming, kind, and nurturing teacher with a genuine love for working with young people.
- Help to ensure ZigZag Theatre is an outstanding place to attend so students can grow both in their performing arts and life skills.

SELECTION CRITERIA

Essential Knowledge, Experience and Skills

- A welcoming, kind, and nurturing teacher with a genuine love for working with young people.
- Demonstrated experience in administration, preferably within the arts industry.
- Ability to manage competing tasks and be able to prioritise workload i.e., admin needs of company and tutor role.
- A high standard of verbal and written communication skills
- Ability to learn ZigZag Theatre's programs quickly and a working knowledge of Microsoft Suite software applications.
- Ability to plan and conduct performing arts classes and workshops.
- Demonstrated commitment to working with young people and/or in developing projects for them.
- Knowledge of the performance and production process, and experience working as part of a creative team.
- Tertiary education or equivalent relevant experience in the performing arts community.

Desired knowledge

- Design experience particularly using *Canva*
- General social media knowledge

PERSONAL ATTRIBUTES

- A keen interest and natural ability in working with young people.
- Comfortable in professional interactions with parents and arts organisations.
- Passion for the arts.
- Exceptionally organised, motivated, and reliable

ZIGZAG

THEATRE

- Great time management skills
- Ability to empathise and see situations from another's perspective
- Ability to follow direction and take initiative when required.
- Attention to detail, cleanliness, and willingness to get the job done.
- Excellent written and verbal communication skills

Sometimes this role may require working evenings and/or weekend work as part of the normal hours of duty.

The successful application will need to have and maintain the following:

- Blue Card
- First Aid Certificate

Applicants will be processed when received, please send resume and cover letter outlining how your skills meet the selection criteria to info@zigzagtheatre.com.