



TICKETING & EVENTS COORDINATOR

State Opera South Australia, following a change of senior management in 2018, is on an exciting journey to honour its 40+ year legacy whilst exploring new, decidedly contemporary artistic and business opportunities.

The Ticketing & Events Coordinator supports both the ticketing and hospitality elements of State Opera's annual season of productions, as well as the stakeholder events associated with sponsor / donor servicing. This role coordinates all operational ticketing elements for the organisation, and in addition provides invaluable administrative and on-the-ground support for a significant number of VIP and stakeholder events.

This new position represents a compelling opportunity for a diligent, personable individual with an existing understanding of ticketing and/or events, who has ambitions to expand their experience in a busy, dynamic, vibrant environment. The part-time nature of the role may suit an existing arts worker who maintains a second part-time role; a student studying in a relevant discipline with a flexible study schedule; or an experienced events or administrative professional seeking part-time hours. Candidates with prior box office experience are particularly encouraged to apply.

For a full summary of the position and selection criteria, please see the [Position Description](#).

Nature of role: This is a part-time role, equivalent to 3 days per week. A degree of flexibility is needed as the role is required to assist with all events, some of which fall outside business hours and on weekends. Appropriate management of hours and Time Off in Lieu will offset non-business hour work.

The role will also provide cover on reception several mornings a week to ensure a high level of customer service; and undertakes administrative tasks relating to the organisation's philanthropy activities. The successful applicant will therefore need to be adept in balancing the dual desk-based and event-based requirements of the role.

Remuneration: \$50,000 per annum FTE / pro rata salary of \$30,000 per annum, plus 9.5% superannuation.

Closing date for applications: Friday 23 August 2019, 9am

Interviews: First round interviews held in the final week of August 2019

Please email applications or initial requests for more information to Chief Operating Officer Alison Nadebaum via anadebaum@stateopera.com.au

Commencement date: Ideal commencement date is mid-September 2019.