

# HELPMANN AWARDS

## Helpmann Awards Administrator

Live Performance Australia (LPA) is the peak body for Australia's live performance industry.

Established by LPA in 2001, the annual Helpmann Awards recognise distinguished artistic achievement and excellence in the many disciplines of Australia's vibrant live performance sectors, including musical theatre, contemporary music, comedy, cabaret, opera, classical music, theatre, dance and physical theatre. For further information on the Helpmann Awards visit [www.helpmannawards.com.au](http://www.helpmannawards.com.au).

LPA wishes to appoint a full-time **Helpmann Awards Administrator** for a contract period of February to August 2020. This position requires an enthusiastic team player with the ability to multitask with strong attention to detail and a positive attitude.

The **Helpmann Awards Administrator** must have demonstrated experience in:

- Managing databases and accurately processing high volumes of information in a timely manner
- Coordinating live performance events
- Working as part of a busy small team environment with the ability to develop and maintain excellent internal and external relationships

The successful candidate will possess:

- Well-developed organisational skills and the ability to work simultaneously on multiple tasks with an exceptional eye for detail
- High level of computer, and online literacy, including experience managing websites and databases
- A demonstrated interest in and knowledge of the Australian performing arts industry

A salary package commensurate with skills and experience will be offered, along with further opportunities for growth and development. Some interstate travel may be required.

[Please view the full position description including key selection criteria.](#)

**All applications must include a cover letter addressing the key selection criteria and a current resume.**

Applications should be sent via email to

**Josh Gavin**, Operations Manager

[employment@liveperformance.com.au](mailto:employment@liveperformance.com.au)

**Applications close 5.00 pm Thursday 30 January 2020.**

**Interviews will be scheduled from 5 February 2020.**

Please contact LPA on 03 8614 2000 with any queries.