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## Live Performance Australia Position Description

**POSITION TITLE:**

Helpmann Awards Administrator

**PERIOD:** Full-time 6 Month contract (February 2020 - August 2020)

**DATE:**

14 January 2020

**LOCATION:**

Level 1, 15-17 Queen Street, Melbourne VIC 3000

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## 1. POSITION DESCRIPTION

**Position:** Helpmann Awards Administrator

**Objective:** To effectively manage the administration of the Helpmann Awards entry and voting processes and to work closely with the Helpmann Awards Event Producers

**Responsible To:** Director, Marketing

**Direct Reports:** Nil.  
Works closely with LPA Marketing Coordinator, LPA Operations Manager, Externally contracted Event Producers and the Event Broadcaster (ABC TV)

### Statement of Duties

#### Helpmann Awards Entries

- i. Administration and coordination of all aspects of the Helpmann Awards (HA) entry process. Communicate information regarding the entries process to interested parties and LPA Members. Liaise with LPA Member companies in regard to submitting entries. Ensure the processes are transparent and user-friendly and the "How To Guide" documenting all aspects of the entry process is accurate and clear.
- ii. Update and maintain the database and backend of the Helpmann Awards website to ensure information regarding the Helpmann Awards Rules, key dates, voting processes, Panel Members and other information in an accurate. Confirm the eligibility and accuracy of all entries as per the Helpmann Award Rules. Maintain accurate and complete records of entries.
- iii. Manage and update Helpmann Awards Panel Member details. Prepare the Helpmann Awards Panel Members communications and attendance at all meetings in conjunction with the Operations Manager. Prepare Panel Member resources (panel packs etc) and assist with the Panel Meetings. Create ballot papers and online voting forms as required.
- iv. Coordinate the meetings and provide secretariat support for the Helpmann Awards Administration Committee. Coordinate any other Helpmann Awards meetings (e.g. Helpmann Awards Working Team) through minute taking, distribution of minutes and action lists.
- v. Update and maintain the Helpmann Awards voting collegiate data in a timely and accurate manner. Ensure that communications with the voting collegiate is accurate, timely and clear (e.g. "How To Guide" and voting reminders). Manage the voting external audit process (BDO Auditors) in conjunction with the Finance & Membership Manager and Director, Marketing.
- vi. Coordinate the Helpmann Awards Travel Fund applications and reports in conjunction with the Operations Manager.
- vii. Prepare the In Memoriam list and images for the Helpmann Awards Events and ABC Broadcast.
- viii. Prepare the confidential Helpmann Awards trophy order with the winners' inscriptions. Ensure the timely delivery of trophies to the Helpmann Awards Events. Check the inscriptions on each trophy and include the printed Trophy Cards within each trophy box.
- ix. Assist LPA's Marketing Coordinator with the preparation of the Helpmann Awards printed Souvenir Programme.

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## Helpmann Awards Events

- x. In conjunction with the external Event Producers, LPA's Marketing Coordinator and LPA's Operations Manager, co-ordinate elements of the Helpmann Awards Nominations Announcement events in each capital city – Perth, Adelaide, Melbourne, Sydney, Brisbane.
- xi. Maintain the confidential Helpmann Award nominees and winners' details and communicate with them as required. Prepare the embargoed and confidential Nomination Lists and Winners Lists (with phonetics) as part of the respective Media Kits. Prepare the nominee and winners cards for the Helpmann Awards Events. Liaise with the ABC with respect to images and details for nominee AV Packages and winners' details.
- xii. For the Helpmann Award Events in Melbourne, prepare and manage the backstage trophy table, winner's cards and back up nominee cards as required by the Event Producers.
- xiii. Prepare and distribute post event thank you letters for contractors and volunteers associated with the Helpmann Awards.
- xiv. Provide regular reports to Director, Marketing regarding work in progress.
- xv. Other duties as directed.

## 2. KEY SELECTION CRITERIA

1. Demonstrated experience in accurately managing high volumes of data and coordinating complex live performance events.
2. Excellent project coordination skills with the ability to multitask and work as part of a small team under pressure.
3. Well developed communication skills, both verbal and written.
4. Excellent attention to detail and a mature approach to handling sensitive and confidential information.
5. High level of computer and online literacy skills including experience with Microsoft Office suite, databases, websites, various social media and online platforms.
6. Knowledge of, and passion for, the live entertainment industry in Australia.

### 3. LPA BACKGROUND

Live Performance Australia (LPA) is the peak body for Australia's live performance industry. Established over 100 years ago in 1917 and registered as an employers' organisation under the *Fair Work (Registered Organisations) Act 2009*, LPA has over 400 Members nationally. We represent commercial producers, music promoters, major performing arts companies, small to medium companies, independent producers, major performing arts centres, metropolitan and regional venues, commercial theatres, stadiums and arenas, arts festivals, music festivals, and service providers such as ticketing companies and technical suppliers. Our membership spans from small-medium and not-for-profit organisations to large commercial entities.

LPA has a clear mandate to advocate for and support policy decisions that benefit the sustainability and growth of the live performance industry in Australia.

LPA also presents the annual Helpmann Awards to celebrate and recognise distinguished artistic achievement and excellence across Australia's vibrant live performance industry.

LPA is the trading name of the Australian Entertainment Industry Association (AEIA).

#### **About the Helpmann Awards**

The Helpmann Awards, named in honour of [Sir Robert Helpmann](#) and to commemorate his memory and achievements, were established in 2001 by [Live Performance Australia](#) (LPA) to recognise, celebrate and promote our live performance industry, similar to the Tony Awards on Broadway and the Olivier Awards in London.

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, ballet, dance and physical theatre and presentations for children and young people.

After eighteen years in Sydney, the Helpmann Awards Events moved to Melbourne in July 2019. The 20<sup>th</sup> anniversary Helpmann Awards will be presented in July 2020 and forty-three prestigious awards will be presented over two nights and broadcast live around the country on ABC TV.

For further information [www.helpmanawards.com.au](http://www.helpmanawards.com.au)

## LPA's Vision

As the peak body for the live performance industry, LPA will continue to meet the needs and interests of Members through the delivery of core services, communication, and influence.

## Strategic Intent

Strategic flagship areas for LPA are:

### LEAD

- Leads industrial relations development that reflects the global nature of our industry.
- Negotiates industrial and commercial agreements that support industry growth and stability.
- Develops innovative programs that foster industry leaders.

### ADVOCATE

- Sets the agenda and proposes policy solutions on a range of Federal and State Government policy issues.
- Works alongside Members to foster a vibrant and sustainable live performance industry now and into the future.

### CELEBRATE

- Celebrates our industry's outstanding achievements through the **annual Helpmann Awards**.
- Provides an open door to an extensive professional network, with regular networking events, industry briefings, and working groups.

Live Performance Australia strives to promote a healthy, vibrant and professionally run live performance industry which both enriches the cultural and economic life of the nation and provides growth and opportunity for our Members.

# LPA Organisational Chart 2020

