



Live Performance Australia

Position Description

Position title: Office Manager / Administrative Assistant

Date: February 2026

Location: Level 1, 15 Queen Street, Melbourne

1. ABOUT LIVE PERFORMANCE AUSTRALIA

Live Performance Australia is the peak body for Australia's live performance industry. Established over 100 years ago in 1917 and registered as an employers' association under the *Fair Work (Registered Organisations) Act 2009*, LPA has approximately 400 members nationally.

LPA has a broad membership that covers all performing arts forms (including contemporary and classical music, musical theatre, theatre, comedy, dance, opera, cabaret, and circus/physical theatre) and organisations of all sizes (spanning small-medium organisations and not-for-profit organisations to large commercial entities).

Our members include commercial and independent producers, music promoters, performing arts companies, venues (performing arts centres, commercial theatres, stadiums and arenas), arts festivals, music festivals, service providers (such as ticketing companies and technical suppliers), independent cinemas and exhibition providers.

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 is committed to fostering an inclusive environment, free from discrimination and where diversity is actively celebrated.

2. POSITION OBJECTIVES

- a) Ensuring the smooth and efficient administration of LPA on a day-to-day basis;
- b) Providing administrative support to the LPA team;
- c) Fielding calls and inquiries from LPA Members and others.

3. POSITION DESCRIPTION

Reports to: Chief Executive Officer

Works closely with Finance & Membership Manager

Statement of Key Duties

- i. Provide high-level administrative support, including diary management, credit card and expense management, travel planning/booking and the preparation of documents and presentations as requested.
- ii. Organise LPA events and meetings, including booking venues and catering, arranging technical requirements, sending invitations and receiving RSVPs, and other duties as they arise.
- iii. Manage online Board of Directors management software (Boardpro) and the collation and distribution of materials for the Board and its committees.
- iv. Work with LPA team and external website designer to generate Annual Report.
- v. Greet office visitors and answer and direct general telephone and digital enquiries from members, suppliers and the general public.
- vi. Purchase office equipment and replenish stationery, computer equipment and other office supplies.
- vii. Maintain effective, efficient and up-to-date digital and hard copy filing, record keeping and archiving systems.
- viii. Support the Finance & Membership Manager with tasks such as maintaining the membership database.
- ix. Respond to membership enquiries, update member database, manage all log-in details and website updates and manage Member induction process.
- x. Liaise with IT service providers as necessary.
- xi. Liaise with Landlord for any building maintenance.
- xii. Kitchen duties including loading/unloading dishwasher, kitchen maintenance and ordering supplies.

4. KEY SELECTION CRITERIA

1. Highly developed administrative skills with demonstrated ability to work simultaneously on multiple tasks. A proactive approach to managing deadlines whilst ensuring high-quality execution of tasks.
2. Well-developed written and verbal communication skills with a strong eye for detail and accuracy.
3. Proactive, with an improvement mindset, and the ability to work independently with initiative, and as part of a team.
4. High-level computer skills and online literacy, with an excellent working knowledge of Microsoft Office suite, social media platforms, website content management and web-based email platforms.
5. Interest in and passion for the live entertainment and performing arts industry in Australia.