

Southern Youth Theatre Ensemble (SYTE)

Selection Criteria for the Executive Officer



1. Demonstrated record of project management experience and an understanding of and commitment to activities by, with and for young people. Experience in supervising staff and providing executive duties on behalf of a board is desirable.
2. Demonstrated experience in developing, delivering and evaluating project budgets including funding acquittals.
3. A high standard of verbal and written communication and interpersonal skills including the ability to communicate effectively with young people, parents, artists and artswriters, industry peers, media, government and non-government bodies and a range of stakeholders and audiences.
4. Computer literacy is essential. Familiarisation with an Apple computing environment is desirable. Demonstrated experience in the use of Microsoft Office applications, Adobe Photoshop, iLife and Filemaker Pro or other database software is also desirable.
5. Experience in MYOB software operations and reporting essential.
6. Demonstrated high level project and time management skills with the ability to prioritise and meet deadlines.
7. Demonstrated ability to lead and work as part of both artistic and non-artistic teams and to liaise effectively with colleagues and across the wider arts and youth communities.
8. A current drivers license.

Applications due Close of Business Friday 27th August 2010

Forward Applications to syte@syte.org.au or Attention Board of Management, applications must include cover letter stating why you are applying for the role, a CV with 3 referees and responses to the Selection Criteria.

For further details visit the website www.syte.org.au or contact syte@syte.org.au or 08)83846744