

Dream State Entertainment Administrator Position Description



Dream State Entertainment umbrellas a number of enterprises dreamed up and delivered by Sophie and Jacob McGrath; who are the creators of Dream State Circus, world renowned and award winning, quality shows and workshops: Including shows Fuego Carnal and Primo Loco, and Dream Big! Circus Workshops, their local community circus school.

Located in rural Koah, far North Queensland, Dream State Entertainment is looking for an administrator to perform clerical and personal assistant duties. This is a casual position for approximately 5 hours a week.

Main responsibilities will include:

- Email and correspondence maintenance
- Making and receiving phone calls
- Data entry
- Word processing – creating and editing documents
- Record and file maintenance
- Checking, organising and actioning paperwork
- Accounting/payroll/bookkeeping duties
- Following standard procedures and using existing models/fields of information.
- Arranging routine travel bookings and itineraries, making appointments
- Social media, newsletter and website upkeep
- General personal assistant and admin duties as required

Desirable knowledge and skills:

- Strong computer skills (essential)
- High proficiency in Microsoft Office, ie. Word, Excel, etc (essential)
- Strong literary and verbal communication skills
- Confident, friendly and professional phone manner
- Experience working in an administrative capacity
- High attention to detail and accuracy
- Highly organised and efficient
- The ability to take initiative
- The ability to work autonomously and as part of a team
- Customer service skills
- Must have a blue card (working with children and young people check) or be willing to obtain one
- Own laptop is essential

The ideal candidate will have the following desirable personal attributes:

- Excellent time management skills
- Honesty and integrity
- A positive attitude
- A community mind

If you would like to learn more about Dream State Entertainment, take a look at our Facebook page <https://www.facebook.com/dreamstateentertainment/> or visit our website <https://www.dreamstatecircus.com/>

For enquiries, please contact Sophie McGrath through info@dreamstateentertainment.com.au or on 0409333404.

To apply for this position, please submit your CV and a cover letter to:

info@dreamstateentertainment.com.au