

## Volunteer Incentive Program

### Position Descriptions

Centre of  
Contemporary Arts  
96 Abbott Street  
PO Box 6090  
Cairns QLD 4870  
T 07 4050 9444  
F 07 4050 9440  
info@jute.com.au  
[www.jute.com.au](http://www.jute.com.au)

VIP Administration	Managed By	Time Committed	Skills Required	Tasks
<i>Administration Assistant</i>	Administration & Marketing Assistant	1-20hrs/wk	Communication Skills Use of basic office equipment Computer Skills Ability to work under direction Ability to work with a team Effective time management	Answering Telephone Document editing & Printing Photocopying, collating, stapling Distribution of Promotional material Assisting the Administration & Marketing Assistant and Artistic Director/CEO where possible
<i>Documentation Manager</i>	Administration & Marketing Assistant	1-20hrs/wk	Computer entry - Word, Excel Cataloguing, filing skills Organisational skills Ability to work under direction Ability to work with a team > Ability to work alone Effective time management	Develop & Maintain catalogue systems: Photos Media Ads and Reviews Show Posters, Flyers & Programs Annual Program Scripts (published & Unpublished)
<i>Data Base Management</i>	Administration & Marketing Assistant	1-10hrs/wk	Computer entry Organisational skills Telephone skills Ability to work under direction Ability to work with a team Effective time management	Maintain/Update current Database Telephone organisation for new details Develop Database Procedure

VIP Production	Managed by	Time Committed	Skills Required	Tasks
<i>Marketing &amp; Promotions Assistant</i>	Events, Sales & Marketing Coordinator	1-20hrs/wk	Use of basic office equipment Computer entry - Word, Excel Organisational skills Telephone use skills Ability to take direction Ability to work with a team Promotional & Sales skills Excellent Presentation skills Effective time management Knowledge of writing for media	Writing or Editing Media Releases Printing, copying, collating brochures Distribution of flyers, posters Faxing & emailing promotion material Assisting large mailouts, collating, folding, sorting, stuffing envelopes Promoting projects via telephone
<i>Ticket/Program Sales</i>	Events, Sales & Marketing Coordinator	2-3 hours per night (approx.6-8.30pm)	Excellent communication skills Effective time management Welcoming & friendly nature Ability to take direction Ability to work under pressure	Welcome patrons into the Theatre Assist Front of House Manager Usher patrons to their seats Maintain theatre etiquette i.e no food/mobiles etc Ensure theatre is neat & tidy, clear of obstacles
<i>Lighting, Sound &amp; Stage (incl. Bump in/Bump out)</i>	Stage Manager or Production Manager	1-40 hours per week during production season	Ability to work with a team Ability to work under direction Ability to work alone Effective time management Quick thinker/problem solver Previous knowledge of stage preferred but not essential Willingness to learn & to be trained	Provide assistance to Stage & Production Manager Installation of props & scenery Assist in bumping in production &/or remain behind bump out Assist with set up of PA, lighting & sound Assist with scene changes during production

<p><i>Conference Assistant (only during the conference &amp; lead up Sep/Oct each year)</i></p>	<p>Events, Sales &amp; Marketing Coordinator</p>	<p>1-30hrs per week</p>	<p>Excellent organisational skills Effective time management Communication skills Use of basic office equipment Use of basic office equipment Ability to work in a team</p>	<p>Administrative support of JUTE Playwright Conference Document editing &amp; printing Photocopying, stapling &amp; collating Distribution of Flyers, posters Assisting in large mailouts - collating, folding, sorting, stuffing envelopes</p>
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