



Thank you for your interest in the position of **Data Entry** with the Sydney Theatre Company.

Reporting to the Web Project Manager, the Data Entry position is responsible for the effective delivery of migrating pages from the existing Sydney Theatre Company website to the new website.

With online ticket sales being STC's main revenue channel, this project is considered critical to STC's core operations and future success. The entire Web API project involves the upgrade of the current website platform and migration of STC's ticketing website to a new CMS platform called SiteCore which is expected to be delivered by March 2022. The migration of the content is a key phase of the project deliverables.

The role will initially be for a minimum 20 hours a week, however with consultation with the Web Project Manager will allow for flexibility throughout the week. The role will initially be for working from home, but may require the occasional meeting at the Sydney Theatre Company's premises in Walsh Bay. This will be dependent on NSW Health Public Health Orders and the company's conditions on attending the venues at the time.

Reporting to the Web Project Manager there will be key delivery milestones to hit on a daily basis to ensure the successful delivery of the content migration. The candidate will also work alongside other data entry team members to ensure the full delivery of all content is achieved. The successful candidates need to be able to communicate effectively on any roadblocks or challenges as and when they arise, and ensure they manage their own time so daily deliverables don't slip. A portion of the time each day will be required to quality assure other team members work to ensure the integrity of the suite of deliverables.

Aside from the information outlined in the job description other relevant details of the position are:

1. Hours of Work

This position is a casual contract beginning mid October 2021 and finishing no later than the end of January 2022. The hours of work will be 20 hours per week.

The position is initially working from home, however once it is deemed safe to do so, there may be the occasional meeting at The Wharf, Sydney Theatre Company, Pier 4/5 Hickson Road, Walsh Bay.

2. Salary and Entitlements

- Casual rate of \$35 an hour
- 11% Superannuation
- Complimentary tickets to STC productions during term of employment (subject to availability)

3. Application

In order to make your application for this position, please forward your resume and a cover letter briefly demonstrating how your experience is applicable to this position as outlined in the criteria below. Please note, applications which do not address the selection criteria will not be accepted.

- Proven experience in working with content management systems (Sitecore desirable but not essential).
- Time management skills.
- Delivery management skills.
- Proven ability to work independently on task delivery.
- Proven communication skills.
- Proven ability to work in a team.
- Proven ability to work independently from a remote location.
- An ability to work under pressure and balance competing demands with tight deadlines
- **Experience working with Sitecore is highly desirable but not essential**
- **Experience working with content management systems**
- **Experience working with JIRA and Confluence is highly desirable**

For a copy of the complete Job Pack including the full Job Description, please visit our website:

<https://www.sydneytheatre.com.au/about/careers>

Please submit your application including your resume and cover letter to

recruitment@sydneytheatre.com.au

Closing date for applications is **9am Friday 22nd October 2021.**

The Sydney Theatre Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTQI+) people.

For a full copy of the Sydney Theatre Company's Cultural Representation Pledge, please visit our website: <https://www.sydneytheatre.com.au/about/stc-commitments/cultural-representation-pledge>

Job Description

Position title: Data Entry (Casual Contract Starting November 2021 finishing no later than end of January 2022)

Reports to: Director of Administration and Finance

Job overview

Reporting to the Web Project Manager, the Data Entry position is responsible for the effective delivery of migrating pages from the existing Sydney Theatre Company website to the new website.

With online ticket sales being STC's main revenue channel, this project is considered critical to STC's core operations and future success. The entire Web API project involves the upgrade of the current website platform and migration of STC's ticketing website to a new CMS platform called SiteCore which is expected to be delivered by March 2022. The migration of the content is a key phase of the project deliverables.

The role will allow for flexible hours each day as well as working from home, however there may potentially be an occasional meeting at the Theatre Company's head office which will need to be attended in person, and once we are safely out of lock down. The candidate will work alongside other data entry team members to ensure the full delivery of all content is achieved.

Reporting to the Web Project Manager there will be key delivery milestones to hit on a daily basis to ensure the successful delivery of the content migration. The successful candidate needs to be able to communicate effectively on any roadblocks or challenges as and when they arise, and ensure they manage their own time so daily deliverables don't slip. A portion of the time each day will be required to quality assure other team members work to ensure the integrity of the suite of deliverables.

Key Responsibilities

Data Entry

- Proven experience in working with content management systems (Sitecore desirable but not essential).
- Time management skills.
- Delivery management skills.
- Proven ability to work independently on task delivery.
- Proven communication skills.
- Proven ability to work in a team.
- Proven ability to work independently from a remote location.
- An ability to work under pressure and balance competing demands with tight deadlines
- **Experience working with Sitecore is highly desirable but not essential**
- **Experience working with content management systems**
- **Experience working with JIRA and Confluence is highly desirable**

Work Health and Safety

For the purposes of the Work Health and Safety Act and Regulations the Web Project Manager must ensure so far as reasonably practicable the health and safety of his/her team including but not limited to:

- hazards in the working environment are either eliminated or controlled so far as is reasonably practicable
 - all employees are adequately informed of hazards and potential hazards and how to deal with them
 - Provide information, instruction, training and supervision as may be necessary to ensure employees' health and safety at work.
 - Consult with workers and their representatives on work health and safety matters
 - Lead injury management matters for injured or ill employees as required by legislation. Work closely with and the Sydney Theatre Company's Return to Work Coordinator and employees to ensure STC's
 - Policy and Return to Work Program are upheld.
- Works in a safe manner and follows procedures introduced for his/her protection
 Reports any unsafe work practices or conditions according to Sydney Theatre Company reporting procedures

Environmental Sustainability

To support the Company's vision of becoming the world's most sustainable theatre company, the Web Project Manager must ensure that they:

- takes reasonable steps towards minimising the environmental impact of their role and that of the Company;
- works in an environmentally responsible manner and follows procedures introduced to this end;
- participates in any training or education necessary to enable them to work sustainably including familiarisation with the Company's various green policies;
- brings to the attention of the internal Green Team any situations or practices that could be improved in relation to environmental performance; and
- Proactively partners with Sydney Theatre Company in its efforts to be a leader in environmental sustainability.

Other information

Key relationships	Capabilities and competencies
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<ul style="list-style-type: none"> • IT Department • Director of Administration and Finance • Marketing and Box Office • Tessitura network • External Web developer • External IT consultant (Project Assurance) • Web Project Control Group • End users 	<ul style="list-style-type: none"> • Proven experience in successfully leading web projects of similar scale • Exemplary project management skills including troubleshooting, problem solving, coordination of project resources, managing project budget and timeframes • Strong stakeholder management skills • Excellent relationship management and communication skills • Excellent analytical and problem solving skills • Good prioritisation skills and flexibility to adapt plans • Strategic decision-making skills • An ability to work under pressure and balance competing demands with tight deadlines • Experience with API, web development and product development projects • Experience with REST APIs • Experience working with Sitecore is highly desirable • Familiarity with AGILE methodology is highly desirable • Experience working with JIRA is highly desirable • Experience working with Tessitura is highly desirable
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