

POSITION DESCRIPTION

Position title	Administration Assistant (two positions)
Employer	Melbourne International Comedy Festival
Reports to	Office Manager
Full time equivalent	These fixed term roles commence as part time, increasing to FT from March
Position reports	N/A
Inherent physical requirements	An inherent physical requirements profile for this role is enclosed
Contract duration	Position 1: 19 January – 24 April 2026 TBC Position 2: 9 February – 24 April 2026 TBC

Melbourne International Comedy Festival

Melbourne International Comedy Festival is one of the world's great comedy festivals and one of Australia's largest and most loved cultural events.

Conceived to promote the comedic arts in Australia, the Melbourne Comedy Festival has earned its global reputation through creative, eclectic programming. The organisation is active year-round with national and international touring, educational and artistic development programs complementing the presentation of the annual four-week festival.

The Festival values and encourages inventiveness, diligence and respect for all. Melbourne Comedy Festival staff contribute as a team to the production of the Festival and have the opportunity for input in a variety of areas. An ability to communicate effectively and collaborate in a way that enables efficient and professional delivery of all aspects of the Festival's operations is essential.

Position Objectives

We are seeking two highly motivated and skilled individuals to join the team in the Administration Assistant roles. Both Administration Assistants will lead designated responsibilities while also working as a team to successfully carry out the required tasks.

The Administration Assistants are integral roles providing support to the Festival team across the peak period. Primary responsibilities include the creation and maintenance of an efficient and supportive office environment and an accessible and welcoming first point of contact for the public.

Key Relationships

Internal

- Festival Director, Executive Director, General Manager and Office Manager
- Marketing & Partnerships, Finance, Production, Producers, Ticketing and Venues teams

External

- Festival participants and guest artists

General public and ticket buyers

- Contracted IT services, security and cleaning

- Suppliers including post and courier services, stationery and print providers, caterers and function venues

Key Responsibilities

Effectively and efficiently, assist in delivering administrative tasks including, the following:

- Answer basic enquiries via phone and email regarding the Festival and follow up of enquiries with appropriate written responses
- Take detailed and accurate messages for all team members as required
- Monitor and respond to emails
- Answer office door and control access for visitors
- Collect and distribute mail as required
- Collate and distribute Melbourne Comedy Festival press ads and relevant editorial from newspapers and online publications each day.
- Coordinate couriers and deliveries
- Manage outgoing mail from the Festival office, including going to post office and accurately coding mail receipts
- Monitor and maintain stationery and office supplies
- Ensure kitchens are appropriately stocked and clean
- Help to keep the office tidy and clutter free
- Create and distribute Festival participant and staff accreditation passes in the lead up to the Festival. Manage creation of late passes during the Festival.
- Assist with the collection and organisation of show posters and flyers.
- Assist ticketing staff with selling and/or exchanging tickets as required
- Assist the Office Manager with artist hospitality, flowers and gifts
- Assist the Office Manager with office and general logistics as required
- Assist the Office Manager with guest list management coordinate all VIP RSVPs for Melbourne Comedy Festival produced events
- Provide support to all Melbourne Comedy Festival staff as directed by the Festival Director or Executive Director including a variety of administration, co-ordination and liaison functions
- Attendance at the office during regular office hours in the lead up to the Festival, and at other times as required
- Provision of a warm and welcoming service to the public, our audience, corporate supporters, colleagues, performers, and producers

Selection Criteria for the Position

- Demonstrated experience in office administration or a team support role.
- Proven administrative capability with advanced skills in Microsoft Office (Word, Excel, PowerPoint, Outlook). Proficiency in both Mac OS and PC environments is essential. Experience with the Red61 VIA ticketing system is highly regarded.
- Excellent time management skills, with the ability to multi-task, prioritise competing demands, and meet deadlines while maintaining strong organisation and attention to detail.

Personal Attributes and Desired Experience

- Excellent personal presentation, and proven high standard of oral and written communication skills.
- Ability to work efficiently and calmly under pressure in a busy environment.
- Discretion, confidence, tact and impartiality.
- Ability to deal with variety of stakeholders.
- Willingness to take and to give direction and work as part of a team.
- Willingness to work in a festival cycle that involves work outside standard business hours.
- Sensitivity to the needs of and the handling of relations with artists.
- Patience, energy and a sense of humour.

INHERENT PHYSICAL REQUIREMENTS

Position Profile
Position: Administration Assistant
Primary Actions: Administration, office/workstation/venue-based tasks, long hours on feet Secondary Actions: Manual handling – low to medium frequency and volume
Additional notes (varies depending on position): Stakeholder communication and support, screenbased activities, travelling to multiple venues

Action	Never	Occasional	Frequent	Continually
Sitting			X	
Standing			X	
Walking			X	
Steps or stairs (MICF office and venues)			X	
Squatting or kneeling			X	
Bending or twisting			X	
Working with hands above shoulder height, reaching forwards or sideways			X	
Gripping or grabbing			X	
Fine hand coordination (computer typing)			X	
Eye coordination (computer screen)			X	
Lifting floor to waist, waist to height			X	
Lifting above shoulder height			X	
Carrying			X	
Pushing or Pulling			X	
Shift Work/Long hours			X	
Driving (as part of position)		X		

Risk Management	Description
Training	Adequate training for appropriate lifting techniques
Resources	Information on posture, breaks and exercises
Trolley	To transport medium to heavy items
Portable step ladders	To access shelves above shoulder height
Staff support	Recruit team members to assist manoeuvring an object
Ergonomic support	Options for ergonomic furniture if appropriate