



Milk Crate Theatre

Company Secretary

Position title:

Company Secretary

Location:

Alexandria, with some meetings in Sydney CBD

Hours:

Estimated to be about 10 hours a quarter. In line with scheduled board meetings

Remuneration:

Unpaid

Details:

Milk Crate Theatre aims to change the story of homelessness. It is a mid-sized not for profit company employing 6 permanent staff and a number of short-term artistic contractors and volunteers. It provides creative opportunities for its almost 200 participants to build confidence, skills and social connections to help them make positive changes in their lives. Its program, established in 2000, includes community workshops delivered throughout Sydney in partnership with community services, major productions, film, social enterprise and a schools program. See www.milkcratetheatre.com

- Key responsibilities/ types of work:
 - Attend board meetings (about 8 p.a.) and prepare minutes of meeting & action registers
 - Advise and assist management on company filing requirements to ACNC or ASIC
 - Assist with the scheduling of board meetings
 - Any other appropriate company secretary work
 - While attendance at board meetings is essential, follow on work can be done flexibly, wherever they choose

- Ideal attributes for the role: personable, work independently, excellent communication skills, organised with high attention to detail, able to identify the central point in a discussion, and stakeholder management. It may suit a high achieving senior law student who has completed Business Associations subjects and has an interest in corporate governance, the social welfare sector or the performing arts.

- The role works closely with both the CEO and the Chair.

The successful candidate will have the opportunity to contribute to a company that is doing some high impact work for the community, while also developing his or her practical experience in corporate governance and strategy by observing all board meetings.

Application procedure:

If you think you are the ideal candidate for this role, please email your resume to the Chair, Michael Sirmai at msirmai@gmail.com