



australian girls choir

Arts Leadership Opportunity – Team Manager NSW

Lead, Motivate & Inspire

The Australian Girls Choir (AGC) is in its 33rd year as the country's leading performing arts organisation for girls. We currently have over 5500 choristers in training in Adelaide, Brisbane, Melbourne, Perth and Sydney.

The opportunity:

Reporting to the Team Development Manager in Melbourne you will work closely with the venue teams to ensure delivery of the national AGC approach. With a key focus on building strong and enduring relationships with staff, parents and choristers, your skilfulness will be showcased communicating with a broad range of people.

Strong organisation skills and proficiency make delivery to the 18 Sydney venues, with the coordination of over 60 staff a seamless process. With strategic support from an inspiring group of head office based leaders, you will work closely with the NSW team to ensure delivery of the national approach, consistently developing and coaching staff to reach their potential. Demonstrating proven people leadership you will assume responsibility for the NSW office team and the delivery of the AGC programs State-wide. Your ability to manage local issues while disseminating information across the team, including the venue based staff is a central focus of this pivotal role. Your ability to provide clear, relevant and timely information flow to head office will be key to success.

Your meticulous eye for detail will provide confidence, ensuring the journey and delivery of activities relating to AGC classes and events is proficient and skilled. You will be responsible for conveying and delivering national messages to the NSW team including procedure updates, innovative and best practice processes and corporate obligations. Aligning talents with the Venue and Events Coordinator (NSW), the delivery of events will be the pinnacle for all the solid work carried out. You will have an interest and ability to engage with our senior choristers many of whom we nurture and develop to become future staff members.

The position will reflect a full time workload, with the expectation that you will regularly visit and attend venues and events held in the evenings and weekends. The confidence in travelling to various venues across Sydney and a current drivers license is essential to the role. It is envisioned that the Team Manager NSW will regularly work 3 days in the office, with the off site requirements making up the full time load. While these may fluctuate according to business needs and focus points, generally the commitments are known in advance so you can plan ahead. Providing the successful applicant flexibility, the contact days in the office could be negotiated to suit, with peak weeks worked, contributing to accrued hours that could be used during school holiday periods.

Your portfolio will include:

- Experience as a nurturing leader, with proven capability in delivering feedback
- Experience in working autonomously being self motivated, whilst demonstrating the ability to collaborate

and report to Senior Leaders

- Relevant tertiary qualifications and administration experience
- Exposure to the Performing Arts industry and or the Education Sector is highly desirable
- Excellent communication with polished interpersonal skills, you love people!
- Capacity to self-drive and deliver tasks while also adhering to national processes.
- Ability to thrive in a fast-paced environment and remain flexible, calm and focused under pressure.
- A positive 'can-do' attitude and team-oriented approach.
- Flexibility towards working hours

ASPA – Employer of Choice:

- We're an **innovative, collaborative and dynamic workplace**, where a shared interest for the performing arts brings together many people from a variety of backgrounds with unique skills.
- We value the **individual growth** and contribution of our staff members with many long-standing employees of more than 10 years.
- We provide **ongoing training and development** opportunities. We aim to connect, inspire and support every staff member.

While we are looking for a particular set of skills and experience, we are also looking for someone who shares our values – respect, integrity, collaboration, innovation and excellence – as we know this is the key component to long term success together.

We are eager to appoint the successful applicant and will therefore be reviewing applications on receipt, so send without delay your one page expression of interest and resume (in one document) addressed to Hayley Hawksford hr@aspagroup.com.au. Applications close **Friday 6 October 2017**.

 **agc** australian girls choir

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