



australian girls choir

Marketing Assistants – 4 positions available!

3 month contracts – perfect for graduates

The Australian Girls Choir (AGC) is in its 34th year as the country's leading performing arts organisation for girls. We have over 5750 choristers training in Adelaide, Brisbane, Melbourne, Perth and Sydney and are opening in Canberra in July.

We are searching for **four** marketing administration superstars! Adding value to a small and dedicated team formed to deliver the national annual marketing campaign, you will drive the AGC brand through personal flair and collaborative team work. These casual, project based positions will run from Wednesday July 18 to Friday October 19 (3 months) at 4-5 days per week.

About the opportunity:

You will gain firsthand experience of bringing an established, national marketing campaign to life. Contributing to a multitude of marketing administration tasks, you will celebrate with your close knit team the achievement of measurable campaign milestones and key project objectives. These will include driving school assessment phone bookings, managing the campaign email account, updating client database information and sending campaign flyers and mail outs. This large scale campaign will generate 200,000 flyers, 9000 assessment reports to be written and over 1500 phone calls to schools nationally. Being part of such a wide ranging campaign will provide invaluable experience for those keen to grow their marketing and administration skills in a supportive, professional environment.

Requisite skills:

- Previous administration experience (preferable) with a high level of professionalism and attention to detail
- Excellent written and verbal communication skills
- Outstanding customer service skills with a bright phone manner
- Demonstrated enjoyment of getting involved in (big and) small tasks
- Ability to thrive in a fast paced environment with a flexible 'can-do' attitude and team-oriented approach

These positions demand self-motivated and results driven team players with an energy and passion for customer service and administration. They are ideal roles for graduates of marketing, public relations, arts management, business, communications or art courses, who want to build their CV experience in a short-term capacity.

If you believe you're an excellent fit, send your expression of interest and resume (in one document) to Amy Ridley at hr@aspagroup.com.au. Applications close **Friday June 22** with phone interviews commencing upon receipt and group interviews held on Monday July 9.