



australian girls choir

Venue & Events Assistant (Canberra) – 0.4 position

Work for an iconic performing arts organisation!

**Do you love the performing arts and long for a career in arts administration and management?
Do you need ongoing casual, flexible work hours that fit around family or personal needs?**

Why the AGC?

It may surprise you... the Australian Girls Choir (AGC) is in its 34th year as the country's leading performing arts organisation for girls. We recently opened in Canberra and currently have 6000 choristers in training in Adelaide, Brisbane, Canberra, Melbourne, Sydney and Perth.

- **Employee engagement** is paramount; we were delighted that 100% of staff reported being 'satisfied' or 'very satisfied' with their work with us in the 2018 staff engagement survey.
- We value the **individual growth** and contribution of our staff members with many longstanding employees of more than 10 years.
- We provide **ongoing training and development** opportunities because we know that people (you!) are the most important drivers of our success. We aim to connect, inspire and support every staff member.
- We embody **passion, enthusiasm, dedication and energy**. We work hard but have a lot of fun too!

The opportunity:

We are searching for a confident, engaging and motivated individual with excellent interpersonal skills to join our recently launched Canberra team. Reporting to the Team Development Manager, this position will be a mixture of administration work (8 hours per week during school terms) and attendance at our rehearsal venues (8 hours per week during school terms). Some administration work may also be required during school holidays but this will vary depending on events.

Key duties:

- Complete administration tasks relating to Canberra based AGC classes and events
- Assist with the smooth running of rehearsal venues throughout the school term, as well as providing administration and support at events and engagements.
- Build strong relationships with parents, choristers and venue staff and ensure delivery of the national AGC approach
- Develop an excellent knowledge of ASPA's complex offerings, provide accurate information to potential and current clients, and direct questions where necessary.
- Complete general administrative tasks directed by the Head Office and national administrative teams.

The person we want is/has:

- 1-2 years administration experience in an office environment
- Highly developed communication with polished and mature interpersonal skills; a passion for people is a must and the ability to warmly relate to choristers and parents with ease is essential.
- Meticulous attention to detail
- Ability to confidently work autonomously and self-drive timelines while also adhering to national processes – some solo work in a co-working space is likely in 2019.
- Excellent organisational and time management skills – you are able to remain flexible, calm and focused under pressure.

- Natural team player eager to get involved in just about anything from writing name tags to cutting hundreds of ribbons. You understand that little tasks undertaken and executed well provide a great level of team support.
- Flexibility with work hours
- Valid Working with Vulnerable People Check and driver's licence is essential.

The detail:

This casual position will comprise a mixture of office based work (2 x 4 hours) occurring on Mondays and Fridays and the remaining hours undertaken on Thursday evenings (5.00pm – 9.00pm) and Saturday mornings (8.30am – 12.15pm) during school terms plus occasional event work on weekends. This will equate to an average of 16 hours per week. There is provision to tailor the office-based work hours that suit on Mondays and Fridays and there is no evening or weekend work required during school holidays. Although this position is paid casually, there will be a clear mutual commitment to hours, regular days and forecasted events.

So, if you love administration, have a passion for the arts and the education of girls, and want a pathway into arts management, send your one page expression of interest and resume (in one document) to Hayley Hawksford at hr@aspagroup.com.au. Applications close **Monday October 1** and the position will commence upon immediate appointment of the successful candidate.



AUSTRALIAN SCHOOL OF PERFORMING ARTS