



australian girls choir

Apply today to start or further your career in arts and event management!

The Australian Girls Choir (AGC) is in its 34th year as the country's leading performing arts organisation for girls. We have more than 6,000 choristers training in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney and we're looking for an excellent administrator, who also enjoys working with people, to work alongside our Team Leader and Venue and Events Coordinator in Sydney.

As a member of our Venue and Events team you will:

- Demonstrate comfort working in an office environment; you will have well developed computer skills and be very organised.
- Utilise your excellent administrative skills to assist the Team Leader and Venue and Events Coordinator to run 24 weekly rehearsals, big events and choir engagements.
- Work closely with the casual venue staff; enable them to meet their responsibilities and achieve their potential.
- Focus on building strong and enduring relationships with parents, choristers and staff.
- Administer many processes established and communicated by Head Office
- Contribute in our highly collaborative and communicative environment.
- Enable our NSW leaders to thrive in their roles by providing them with high quality assistance and support.
- Have a valid Working with Children's Check and, preferably, a driver's licence

This new role will both require and enable a flexible work approach. We anticipate that the role will best include 30 office-based hours each week of the year, ideally spread over 5 week days. During term time, additional work will take place outside of standard business hours at AGC rehearsals and events. Many team members at ASPA manage study or family commitments in addition to their work life and we are keen to discuss your requests, and ours, with the right candidate.

About ASPA – an Australian 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 **mentoring and ongoing learning and development** opportunities because we know that people (you!) are the drivers of our success. We aim to connect, inspire and support every staff member.
- We embody **passion, dedication, enthusiasm and energy**.

We are looking for the person with the skills and experience to fulfill the role requirements but also who shares our values – respect, integrity, collaboration, innovation and excellence. If you believe you're the best person for the job, please send your one page expression of interest and resume (in one document) addressed to Sionainn Hayes at hr@aspagroup.com.au. Applications close **Monday January 21**